



TO: Menasha Citizens and Common Council
FROM: Mayor Don Merkes
SUBJECT: 2009 Budget

Enclosed is our proposed budget for 2009. This budget is the result of months of collaboration involving every city department head, without which I would not have been able to present a budget that I feel confident serves the best interests of the City of Menasha. Every community's budget represents a governing philosophy and this one is no exception. We have taken pains to protect the quality services that make Menasha a great place to live as well as include items that look to the future. At the same time, we're all aware that these are not the best of times in terms of our economy as a whole, and we've worked very hard to make sure Menasha continues to be an affordable place to live.

The State of Wisconsin sets a limit on the amount of taxes we are allowed to levy to provide services. This year, our levy limit was approximately \$9.2 million. Working together, we were able to hold anticipated expenses to a quarter of a million dollars less than the levy limit permits us to spend. Our thanks go to every city department for reducing every possible expense in order to achieve this despite rising energy, health, and labor costs.

I want you to know that we are not robbing the future to pay for the present. This budget includes the amounts necessary to keep Menasha on track, moving forward to a better future. We're investing money in our streets, parks, and pool, software to improve city operations, and we will continue to maintain all city properties.

One of the most widely shared concerns in Menasha has been public safety. We've already seen dramatic results from the hiring of our code enforcement officer, and the citizens of Menasha have distinguished themselves by raising over \$47,000 for a K-9 unit. This budget builds on those successes by allotting funds for an additional full-time officer to serve Menasha.

Our Department of Public Works continues to provide reliable quality service to city residents. They have a five-year plan in place to improve and maintain streets, augmented by an in-house paving capability that makes our streets among the best in the valley. There have been improvements in the recycling facility with a new sifter providing reclaimed materials for both road paving and garden compost. Trash collection continues to be efficient and cost effective.

Community Development staff have had a busy year, with numerous planning projects on deck. This year the State will be investing about \$3 million in the renovation of the Third St. corridor, and this investment is augmented by Menasha Utility's investment in moving the utilities underground and replacing street lighting. This improvement provides leverage for our Community Development Department to attract new business to our community. They're moving ahead with neighborhood and riverfront planning as well.

Menasha's recreational offerings continue to receive high marks, and the Parks Department staff continue to innovate year-round. They've instituted a free day at the pool to attract new customers, and winter programs in the parks including snow sculpting and storytelling. They've collaborated with the police and other departments to address some issues with vandalism, and are planning for greater connection between bike trails and improvements in playground equipment.

Our Fire Department obtained a grant for a training simulator and they continue to seek opportunities to cooperate with neighboring communities to improve service and save money.

The Health Department has created a volunteer initiative to sustain a pool of trained citizens to respond in the event of a health emergency. They're also training city staff in emergency preparedness. The Senior Center remains a focal point in the community, with a variety of programs that serve the needs and interests of seniors.

Menasha Utilities is a premier asset to the City of Menasha, despite the difficulties of the recent past. We do well to remember that the utility has provided our electricity and water, as well as other services, for over 100 years at affordable prices. We continue to face challenges in regard to the steam plant debt, the impact on your property tax bill will continue, and our mission is to minimize this impact to the extent possible. We will be welcoming a new general manager in early 2009, and we look forward to resolving the financing issues in calmer markets.

Our Finance Department will be working in tandem with our IT Department to roll out new software that will streamline the city's accounting and finance functions. This will give us real time tracking of spending, allowing us to make better decisions about future budgets. Improvements in online access to information are already underway thanks to our IT staff, we hope you'll take advantage of this gateway to your city government at www.cityofmenasha-wi.gov.

Across the board, City of Menasha departments are seeking opportunities to partner with neighboring communities, private entities, and also seeking grants to reduce costs and provide improved services to residents. For example, what would have been a small park on the East Side is now being conceived as a much larger regional park shared by Menasha, Appleton, and Town of Harrison. We've already seen the benefits of Fire Dept. consolidation, and we are currently working with Town of Menasha on storm water facilities, streets, and sidewalks.

A real feather in our cap this year was the designation of Menasha's Elisha D. Smith Public Library as Wisconsin's Library of the Year. If you wonder why, perhaps it's time to pay a visit. The Library has consistently met a standard of excellence in service to the community through programs for children, adults, and the continued improvements in the collection.

In summary, the 2009 budget builds on the best efforts of every city department, and focuses on strengthening the community and our ties to our neighbors. At City Hall, we're looking toward a bright future for Menasha.

A handwritten signature in black ink, appearing to read 'DM', with a long horizontal line extending to the right.

Donald Merkes
Mayor, City of Menasha

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**CITY OF MENASHA
2008 – 2009
DIRECTORY OF OFFICIALS**

MAYOR

Donald Merkes

PRESIDENT OF THE COUNCIL

Eric R. Hendricks

COUNCIL MEMBERS

1st Aldermanic District - Jason Pamenter

2nd Aldermanic District – Michael Taylor

3rd Aldermanic District – Sue Wisneski

4th Aldermanic District - Steve Pack

5th Aldermanic District - Eric R. Hendricks

6th Aldermanic District - Dan Zelinski

7th Aldermanic District - Tom Michalkiewicz

8th Aldermanic District - Kevin Benner

CITY OFFICIALS

City Attorney/Personnel Director	Jeffrey Brandt
City Clerk	Deborah Galeazzi
City Comptroller/Treasurer	Thomas Stoffel
Community Development Director	Gregory Keil
Fire Chief	Len Vander Wyst
Gen. Mgr. Electric & Water Utilities	Carl Verhagen
Library Director	Tasha Saecker
Parks, Rec., Forestry, Cemeteries Director	Brian Tungate
Police Chief	Robert Stanke
Public Health Director	Susan Nett
Public Works Director	Mark Radtke

COUNCIL COMMITTEES

ADMINISTRATION COMMITTEE

Ald. Sue Wisneski, Chairman
Ald. Michael Taylor, Vice-Chairman
Ald. Jason Pamenter
Ald. Steve Pack
Ald. Eric R. Hendricks
Ald. Dan Zelinski
Ald. Tom Michalkiewicz
Ald. Kevin Benner
City Clerk Deborah Galeazzi, Secretary

BOARD OF PUBLIC WORKS

Ald. Steve Pack, Chairman
Ald. Tom Michalkiewicz, Vice-Chairman
Ald. Jason Pamenter
Ald. Michael Taylor
Ald. Sue Wisneski
Ald. Eric R. Hendricks
Ald. Dan Zelinski
Ald. Kevin Benner
Public Works Dir. Mark Radtke, Secretary

PERSONNEL COMMITTEE

Ald. Eric R. Hendricks, Chairman
Ald. Michael Taylor, Vice-Chairman
Ald. Jason Pamenter
Ald. Sue Wisneski
Ald. Steve Pack
Ald. Dan Zelinski
Ald. Tom Michalkiewicz
Ald. Kevin Benner
Mayor Donald Merkes
City Attorney/Personnel Director
Jeffrey Brandt, Secretary

CITY OF MENASHA
2009 BUDGET
TAX LEVY AND TAX RATE DISTRIBUTION

<u>TAXING MUNICIPALITY</u>	<u>TAX RATE PER \$1,000 OF ASSESSED VALUATION</u>				
	<u>TAX LEVY</u>	<u>N-M SAN. DIST. MENASHA SCHL. WINNEBAGO</u>	<u>TOWN SAN. DIST MENASHA SCHL. WINNEBAGO</u>	<u>WAVERLY SAN. MENASHA SCHL. CALUMET</u>	<u>WAVERLY SAN. APPLETON SCHL. CALUMET</u>
City Operations/T.I.F. Dist.	\$ 10,419,447	\$ 9.3868	\$ 9.3868	\$ 9.7161	\$ 9.7161
Waverly Sanitary Dist.	107,297	-	-	0.6807	0.6807
Menasha Joint School Dist.	7,456,339	8.9175	8.9175	9.2303	-
Appleton Area School Dist.	912,738	-	-	-	8.5548
Fox Valley VTAE School Dist.	1,643,760	1.7365	1.7365	1.7974	1.7974
Winnebago County	4,411,576	5.6193	5.6193	-	-
Calumet County	682,074	-	-	4.3711	4.3711
State of Wisconsin	176,359	0.1752	0.1752	0.1813	0.1813
Gross Tax Levy/Rate	\$ 25,809,590	\$ 25.8353	\$ 25.8353	\$ 25.9769	\$ 25.3014
State Credit	-\$ 1,518,240	-\$ 1.5513	-\$ 1.5513	-\$ 1.3414	-\$ 1.3414
Net Tax Levy/Rate	\$ 24,291,350	\$ 24.2840	\$ 24.2840	\$ 24.6355	\$ 23.9600

TAX LEVY AND TAX RATE DISTRIBUTION
BY COUNTY

	<u>EQUALIZED VALUE</u>	<u>% OF TOTAL</u>
CITY IN WINNEBAGO COUNTY	\$ 862,189,800	82.97%
CITY IN CALUMET COUNTY	177,012,600	17.03%
TOTAL	\$ 1,039,202,400	100.00%

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**CITY OF MENASHA
2009 BUDGET
COMPARISON OF PROPERTY TAX LEVIES**

TAXING MUNICIPALITY	2006* LEVY	2007* LEVY	2008* LEVY	2009* LEVY	2009 Compared to 2008 CHANGE IN	
					LEVY \$	LEVY %
City of Menasha Operations	\$ 8,322,095	\$ 8,652,399	\$ 8,516,920	\$ 8,885,404	\$ 368,484	4.3%
Waverly Sanitary District	62,045	80,746	95,364	107,297	\$ 11,933	12.5%
City of Menasha T.I.F. District	1,036,557	1,122,766	1,338,748	1,534,043	\$ 195,295	14.6%
Menasha Joint School District	6,980,654	7,255,906	6,895,757	7,456,339	\$ 560,582	8.1%
Appleton Area School District	571,886	777,601	848,363	912,738	\$ 64,375	7.6%
Fox Valley VTAE School District	1,480,640	1,531,188	1,575,355	1,643,760	\$ 68,405	4.3%
Winnebago County	4,037,419	4,102,958	4,272,293	4,411,576	\$ 139,283	3.3%
Calumet County	459,775	599,025	642,870	682,074	\$ 39,204	6.1%
State of Wisconsin	171,106	168,239	169,478	176,359	\$ 6,881	4.1%
GROSS TAX LEVY	\$ 23,122,177	\$ 24,290,828	\$ 24,355,148	\$ 25,809,590	\$ 1,454,442	6.0%
ASSESSED VALUATION	\$ 942,644,500	** \$ 958,603,800	** \$ 981,296,200	** \$ 1,001,080,700	**	**
EQUALIZED VALUATION	\$ 912,179,300	** \$ 958,020,000	** \$ 998,654,000	** \$ 1,039,202,400	**	**

OUTSTANDING GENERAL OBLIGATION DEBT AT 1/1

AMOUNT	<u>\$ 45,062,381</u>	<u>\$ 47,289,705</u>	<u>\$ 48,882,702</u>	<u>\$ 47,376,058</u>
% OF LIMIT (5% OF EQUALIZED VALUATION)	98.80%	98.72%	97.90%	91.18%

*YEAR REFERS TO PERIOD WHEN TAXES WILL BE SPENT ON SERVICES

**INCLUDES T.I.F. DISTRICT

**CITY OF MENASHA
2009 BUDGET
REVENUE & EXPENSE DETAIL COMPARISON
GENERAL, DEBT SERVICE & PROP TAX SUBSIDIZED SPECIAL REVENUE FUNDS**

REVENUE	2008 BUDGET AMENDED	2009 BUDGET ADOPTED	\$ CHANGE	% CHANGE
Taxes (Other Than Property)	\$1,092,991	\$1,254,000	\$161,009	14.73%
Special Assessments	156,000	156,000	-	0.00%
Intergovernmental Revenue	5,359,093	5,330,049	(29,044)	-0.54%
License & Permits	380,880	404,030	23,150	6.08%
Fines, Forfeits & Penalty	160,000	170,000	10,000	6.25%
Public Charges for Services	351,250	339,400	(11,850)	-3.37%
Intergovernmental Charges	1,216,894	1,263,572	46,678	3.84%
Miscellaneous Revenues	1,207,500	453,500	(754,000)	-62.44%
Other Financing Sources	3,453,229	2,493,681	(959,548)	-27.79%
Application of Fund Balance	1,450,000	1,500,000	50,000	3.45%
TOTAL REVENUE	\$14,827,837	\$13,364,232	-\$1,463,605	-9.87%
EXPENDITURES				
General Government	\$1,743,532	\$1,644,254	(\$99,278)	-5.69%
Public Safety	7,164,567	7,479,769	315,202	4.40%
Health & Human Services	767,053	825,127	58,074	7.57%
Public Works	4,154,458	3,846,726	(307,732)	-7.41%
Culture, Recreation & Education	3,004,361	3,071,968	67,607	2.25%
Conservation and Development	308,394	309,767	1,373	0.45%
Debt Service	6,202,392	5,072,025	(1,130,367)	-18.22%
Other Financing Uses		-	-	0.00%
TOTAL EXPENDITURES	\$23,344,757	\$22,249,636	-\$1,095,121	-4.69%
BALANCE - TAX LEVY	\$8,516,920	\$8,885,404	\$368,484	4.33%

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**CITY OF MENASHA
2009 BUDGET
ESTIMATED GENERAL FUND BALANCE
12/31/08**

UNDESIGNATED GENERAL FUND BALANCE 1/1/08	\$ 1,880,680
CONTINUING APPROPRIATIONS	169,905
RESERVE FOR NONCURRENT ASSETS	420,283
DESIGNATED FOR 2008 BUDGET	<u>1,450,000</u>
TOTAL GENERAL FUND EQUITY 01/01/08	\$ 3,920,868
 ESTIMATE OF REVENUES OVER EXPENDITURES 12/31/08	 - 1,324,868
 CONTINUING APPROPRIATIONS	 - 125,000
LESS RESERVE FOR NONCURRENT ASSETS	- 400,000
LESS RESERVE FOR 2009 BUDGET	- <u>400,000</u>
ESTIMATED UNDESIGNATED GENERAL FUND BALANCE 12/31/08	<u>\$ 1,671,000</u>

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**CITY OF MENASHA
2009 BUDGET
OPERATIONS COMPARISON
GENERAL & DEBT SERVICE FUNDS**

EXPENDITURES	FUND	2005 BUDGET	2006 BUDGET	2007 BUDGET	2008 BUDGET	2009 BUDGET
<u>GENERAL/DEBT SERVICE FUNDS</u>	<u>NUMBER</u>	<u>AMENDED</u>	<u>AMENDED</u>	<u>AMENDED</u>	<u>AMENDED</u>	<u>ADOPTED</u>
Operations	(00)	\$ 15,885,057	\$ 16,374,178	\$ 16,933,605	\$ 16,549,005	\$ 16,724,947
Debt Service	(10)	<u>3,985,056</u>	<u>6,901,032</u>	<u>15,405,836</u>	<u>6,202,392</u>	<u>5,072,025</u>
EXPENDITURE TOTAL		<u>\$ 19,870,113</u>	<u>\$ 23,275,210</u>	<u>\$ 32,339,441</u>	<u>\$ 22,751,397</u>	<u>\$ 21,796,972</u>
REVENUES						
<u>GENERAL/DEBT SERVICE FUNDS</u>						
Grants - State & Federal	(00)	\$ 5,025,265	\$ 5,092,963	\$ 5,156,861	\$ 5,262,093	\$ 5,233
Other	(00), (10)	6,697,567	9,273,927	17,176,697	7,991,444	11,735,699
Application of Fund Balance	(00), (10)	<u>1,011,250</u>	<u>1,027,000</u>	<u>1,762,500</u>	<u>1,450,000</u>	<u>1,400,000</u>
REVENUE TOTAL		<u>\$ 12,734,082</u>	<u>\$ 15,393,890</u>	<u>\$ 24,096,058</u>	<u>\$ 14,703,537</u>	<u>\$ 13,140,932</u>
TAX LEVY						
<u>GENERAL/DEBT SERVICE FUNDS</u>	(00), (10)	<u>\$ 7,136,031</u>	<u>\$ 7,881,320</u>	<u>\$ 8,243,383</u>	<u>\$ 8,047,860</u>	<u>\$ 8,656,040</u>

**CITY OF MENASHA
2009 BUDGET
OPERATIONS COMPARISON
SPECIAL REVENUE FUNDS**

EXPENDITURES SPECIAL REVENUE FUNDS	FUND NUMBER	2005 BUDGET AMENDED	2006 BUDGET AMENDED	2007 BUDGET AMENDED	2008 BUDGET AMENDED	2009 BUDGET ADOPTED
T.I.F. PROJECT #1	(05)	181,878	-	170,000	173,900	170,000
T.I.F. PROJECT #2	(06)	61,382	-	60,000	66,200	63,000
MARINA OPERATIIONS	(07)	184,287	226,319	244,923	211,757	220,975
T.I.F. PROJECT #3	(08)	192,215	243,600	282,450	262,900	235,079
PARK DEVELOPMENT	(09)	25,000	35,000	7,500	29,000	-
LIBRARY ENDOWMENT	(21)	1,000,000	-	-	-	-
HATTIE MINER SCHOLARSHIP	(22)	4,000	3,000	3,000	3,000	3,250
PARK/RECREATION DONATIONS	(26)	-	300	-	-	3,000
POSTEMPLOYMENT SICK LEAVE	(60)	140,186	-	-	-	-
FEDERAL PUBLIC SAFETY GRANTS	(62)	-	-	-	32,000	-
RECYCLING	(66)	575,376	590,415	578,066	593,360	452,664
EXPENDITURE TOTAL		<u>\$ 2,364,324</u>	<u>\$ 1,098,634</u>	<u>\$ 1,345,939</u>	<u>\$ 1,372,117</u>	<u>\$ 1,147,968</u>

REVENUES SPECIAL REVENUE FUNDS						
HOUSING REHAB REVOLVE LOAN	(03)	8,000	6,750	6,750	12,000	10,000
T.I.F. PROJECT #1	(05)	3,250	2,800	2,500	3,588	3,750
T.I.F. PROJECT #2	(06)	465	400	400	614	600
MARINA OPERATIONS	(07)	167,500	215,600	219,200	220,200	237,500
T.I.F. PROJECT #3	(08)	75,000	165,000	162,500	217,447	5,000
PARK DEVELOPMENT	(09)	25,000	25,000	5,000	5,000	5,000
HATTIE MINER SCHOLARSHIP	(22)	750	750	1,000	2,000	2,500
PUBLIC SAFETY	(24)	1,000	-	-	-	-
PARK/RECREATION DONATION	(26)	1,000	1,000	1,500	3,000	3,000
SENIOR CENTER FUND RAISING	(27)	3,000	-	-	-	-
POST EMPLOYMENT SICK LEAVE	(60)	-	-	250,000	-	-
FEDERAL PUBLIC SAFETY GRANTS	(62)	-	-	-	32,000	-
RECYCLING	(66)	119,575	117,500	119,050	124,300	123,300
REVENUE TOTAL		<u>\$ 404,540</u>	<u>\$ 534,800</u>	<u>\$ 767,900</u>	<u>\$ 620,149</u>	<u>\$ 390,650</u>

TAX LEVY	(05), (06)					
SPECIAL REVENUE FUNDS	(08), (60)					
	(66)	<u>\$ 868,338</u>	<u>\$ 776,935</u>	<u>\$ 740,595</u>	<u>\$ 812,035</u>	<u>\$ 560,364</u>

**CITY OF MENASHA
2009 BUDGET
OPERATIONS COMPARISON
CAPITAL PROJECTS FUNDS**

<u>EXPENDITURES</u> <u>CAPITAL PROJECTS FUNDS</u>	<u>FUND</u> <u>NUMBER</u>	<u>2005 BUDGET</u> <u>AMENDED</u>	<u>2006 BUDGET</u> <u>AMENDED</u>	<u>2007 BUDGET</u> <u>AMENDED</u>	<u>2008 BUDGET</u> <u>AMENDED</u>	<u>2009 BUDGET</u> <u>ADOPTED</u>
T.I.F. PROJECT #4	(56)	\$ 406,789	\$ 231,285	\$ 174,674	\$ 170,354	\$ 170,954
T.I.F. PROJECT #5	(57)	236,455	1,054,867	626,201	738,420	648,876
CAPITAL IMPROVEMENTS	(70)	192,128	114,050	-	-	-
T.I.F. PROJECT #6	(71)	311,458	359,964	342,660	347,057	384,800
CAPITAL FACILITIES	(72)	-	-	-	-	-
2003 CAPITAL PROJECTS	(80)	-	-	-	-	-
T.I.F. PROJECT #7	(81)	61,452	164,159	154,795	1,255,790	143,833
2004 CAPITAL PROJECTS	(82)	-	-	-	-	-
2005 CAPITAL PROJECTS	(83)	1,456,250	-	-	-	-
T.I.F. PROJECT #8	(84)	-	40,415	51,695	43,525	90,225
T.I.F. PROJECT #9	(85)	-	81,705	280,869	221,973	340,804
2006 CAPITAL PROJECTS	(86)	-	5,365,190	-	-	-
2007 CAPITAL PROJECTS	(88)	-	-	581,705	34,110	34,110
2008 CAPITAL PROJECTS	(90)	-	-	-	586,500	-
EXPENDITURE TOTAL		<u>\$ 2,664,532</u>	<u>\$ 7,411,635</u>	<u>\$ 2,212,599</u>	<u>\$ 3,397,729</u>	<u>\$ 1,813,602</u>

**CITY OF MENASHA
2009 BUDGET
OPERATIONS COMPARISON
CAPITAL PROJECTS FUNDS**

REVENUES	FUND	2005 BUDGET	2006 BUDGET	2007 BUDGET	2008 BUDGET	2009 BUDGET
<u>CAPITAL PROJECTS FUNDS</u>	<u>NUMBER</u>	<u>AMENDED</u>	<u>AMENDED</u>	<u>AMENDED</u>	<u>AMENDED</u>	<u>ADOPTED</u>
T.I.F. PROJECT #4	(56)	\$ 19,500	\$ 12,000	\$ 14,000	\$ 5,040	\$ 5,000
T.I.F. PROJECT #5	(57)	58,000	69,150	94,000	477,029	172,000
1999 CAPITAL PROJECTS	(59)	-	-	-	-	-
CAPITAL IMPROVEMENTS	(70)	-	106,190	-	-	-
T.I.F. PROJECT #6	(71)	16,700	9,300	4,000	6,986	7,000
CAPITAL FACILITIES	(72)	10,000	-	-	-	-
2000 CAPITAL PROJECTS	(73)	-	-	-	-	-
2001 CAPITAL PROJECTS	(76)	-	-	-	-	-
2002 CAPITAL PROJECTS	(79)	-	-	-	-	-
2003 CAPITAL PROJECTS	(80)	-	-	-	-	-
T.I.F. PROJECT #7	(81)	-	5,000	5,000	117	115
2004 CAPITAL PROJECTS	(82)	-	-	-	-	-
2005 CAPITAL PROJECTS	(83)	1,536,250	-	-	-	-
T.I.F. PROJECT #8	(84)	-	5,000	22,900	-	-
T.I.F. PROJECT #9	(85)	-	15,000	10,000	15,122	4,125
2006 CAPITAL PROJECTS	(86)	-	5,365,190	-	-	-
T.I.F. PROJECT #10	(87)	-	-	-	13,091	13,000
2008 CAPITAL PROJECTS	(90)	-	-	-	586,500	-
REVENUE TOTAL		<u>\$ 1,640,450</u>	<u>\$ 5,586,830</u>	<u>\$ 149,900</u>	<u>\$ 1,103,885</u>	<u>\$ 201,240</u>
TAX LEVY	(56), (57)					
<u>CAPITAL PROJECTS FUNDS</u>	(71)	<u>\$ 631,338</u>	<u>\$ 720,860</u>	<u>\$ 741,357</u>	<u>\$ 1,052,185</u>	<u>\$ 1,015,000</u>

**CITY OF MENASHA
2009 BUDGET
OPERATIONS COMPARISON
PROPRIETARY FUNDS**

EXPENDITURES <u>PROPRIETARY FUNDS</u>	FUND NUMBER	2005 BUDGET AMENDED	2006 BUDGET AMENDED	2007 BUDGET AMENDED	2008 BUDGET AMENDED	2009 BUDGET ADOPTED
SEWAGE	(01)	\$ 1,698,734	1,896,440	\$ 4,309,256	\$ 4,080,411	\$ 1,708,594
STORM WATER	(25)	\$ -	-	\$ -	\$ -	\$ 910,267
CITY GARAGE	(31)	627,690	\$ 714,815	751,025	760,326	901,830
PROPERTY/LIABILITY INS	(33)	162,352	149,095	137,347	129,194	126,685
SELF FUNDED DENTAL INS	(35)	109,000	114,000	117,500	123,375	129,150
STREET EQUIPMENT	(41)	368,885	376,260	377,030	380,000	380,000
EXPENDITURE TOTAL		<u>\$ 2,966,661</u>	<u>\$ 3,250,610</u>	<u>\$ 5,692,158</u>	<u>\$ 5,473,306</u>	<u>\$ 4,156,526</u>

REVENUES <u>PROPRIETARY FUNDS</u>						
SEWAGE	(01)	\$ 1,196,000	\$ 1,392,500	\$ 1,733,000	\$ 1,843,000	\$ 1,645,000
CITY GARAGE	(31)	625,000	714,435	700,000	800,000	850,000
PROPERTY/LIABILITY INS	(33)	196,825	204,825	213,092	96,825	117,825
SELF FUNDED DENTAL INS	(35)	110,000	110,000	100,000	110,000	115,000
STREET EQUIPMENT	(41)	403,500	380,660	409,000	401,500	426,500
REVENUE TOTAL		<u>\$ 2,531,325</u>	<u>\$ 2,802,420</u>	<u>\$ 3,155,092</u>	<u>\$ 3,251,325</u>	<u>\$ 3,154,325</u>

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
COMMON COUNCIL (51-??-101)						
110	Salaries - Straight Time	\$41,494.99	\$41,820.00	\$42,944.39	\$42,945.00	\$41,820.00
140	Per Diem		480.00	60.00	240.00	480.00
155	Employer Contrib - FICA	3,116.65	3,290.00		3,304.00	3,235.00
161	Employer Contrib - Work Comp	127.69	100.00		133.00	130.00
202	Contract Svcs - Vending/Catering	(170.00)				
218	Professional Svcs - Recording	16,073.00	5,000.00	6,280.00	6,270.00	5,500.00
291	Other Services - Printing	3,499.62	3,200.00	4,010.36	4,200.00	4,300.00
292	Other Services - Publishing	19,486.91	15,000.00	10,239.85	12,000.00	13,000.00
300	Supplies - Department	13.39	100.00	262.25	300.00	200.00
310	Supplies - Office	203.70	150.00	134.88	75.00	100.00
320	Dues/Memberships/Licenses	3,780.14	3,695.00	3,693.48	3,694.00	3,485.00
332	Travel Expense - Registrations	88.00				
336	Training - Mileage		200.00	6.06	50.00	100.00
337	Training - Registrations		400.00	60.00	240.00	300.00
338	Training - Lodging/Meals		400.00			200.00
513	Insurance - Property	250.00	250.00	250.00	250.00	250.00
805	Capital Outlay - Other Equipment		15,000.00	17,440.28	17,440.00	
Total - COMMON COUNCIL (51-??-101)		87,964.09	89,085.00	85,381.55	91,141.00	73,100.00

<div>CITY OF MENASHA</div> <div>2009 PROGRAM REQUEST - OPERATIONS BUDGET</div> <div>PROGRAM COMMENTS</div>	FUND	BUDGET NAME	PREPARED BY		
	General Fund	Common Council	Thomas Stoffel		
	FUNCTION	BUDGET NUMBER	DATE		
	General Government	000-51101-000	9/11/2008		
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>				
<p>The Common council is charged with the responsibility of:</p> <p>1) effectively managing and controlling City property, finances, highways, navigable waters and the public service and,</p> <p>2) acting for the government and good order of the City for its commercial benefit and for the health, safety and welfare of the public.</p> <p>The Common council has the power to carry out its respinsibilities through: license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation and other necessary or convenient means. 62.11 (5)</p>	<p>For the year 2008, the equalized valuation of the City exceeded the one billion dollar amount for the first time in the history of the community - increasing by \$40,548,400 to \$1,039,202,400. During 2008 the Common Council also approved the formation of a storm water utility, authorized installation of audio/visual recording equipment in the Council chambers, sold the Health Department building to a commercial interest and relocated the Health Department to Racine Street</p>				
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2009 PROGRAM - BUDGET OBJECTIVES</u>				
<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	ALDERMEN	8.00	8.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	8.00	8.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Common Council	Thomas Stoffel	
		BUDGET NUMBER	DATE	
		000-51101-000	9/15/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time			
	Council President for 12 months	5490.00	5490.00	
	7 Aldermen for 12 months	36330.00	36330.00	
	TOTAL	\$41,820.00	\$41,820.00	
140	Per Diem			
	8 Days of Per Diem @ \$60 per day	480.00	480.00	
	TOTAL	\$480.00	\$480.00	
320	Dues/Memberships/Licenses			
	League of WI Municipalities-\$3,485	3485.00	3485.00	
	TOTAL	\$3,485.00	\$3,485.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
OFFICE OF THE MAYOR (51-??-102)						
110	Salaries - Straight Time	\$63,858.93	\$64,000.00	\$66,694.08	\$64,000.00	\$64,000.00
120	Wages - Straight Time	16.19				
151	Employer Contrib - Health	10,793.61	8,835.00		6,140.00	5,400.00
152	Employer Contrib - Life	204.97	136.00		100.00	60.00
153	Employer Contrib - Dental	985.92	943.00		579.00	390.00
154	Employer Contrib - Retirement	7,345.51	7,400.00		7,400.00	7,400.00
155	Employer Contrib - FICA	4,797.60	4,900.00		4,900.00	4,900.00
157	Employer Contrib - Vision	107.16	150.00		80.00	60.00
161	Employer Contrib - Work Comp	196.55	240.00		240.00	240.00
214	Professional Svcs - Computer	255.00	300.00			
221	Utility -Telephone Services	535.64	750.00	964.24	1,425.00	1,020.00
291	Other Services - Printing			214.46	214.00	100.00
310	Supplies - Office	44.56	200.00	137.02	79.00	500.00
311	Supplies - Postage	50.66	200.00	46.90	9.00	100.00
312	Supplies - Computer			26.49	26.00	
315	Supplies - Tools & Equip	18.98				
316	Supplies - Promotional		50.00			50.00
320	Dues/Memberships/Licenses	3,210.00	3,300.00	3,221.00	3,221.00	2,375.00
322	Periodicals/Subscriptions	7.95				100.00
331	Travel Expense - Mileage	748.38	800.00	241.60	500.00	500.00
332	Travel Expense - Registrations	420.00	150.00	385.00	320.00	150.00
333	Travel Expense - Lodging/Meals	218.50	600.00	307.00	250.00	200.00
334	Travel Expense - Other Expense	6.45		7.70	50.00	40.00
336	Training - Mileage					100.00
337	Training - Registrations	8.00		5.00	5.00	400.00
338	Training - Lodging/Meals	309.18				
513	Insurance - Property	540.00	540.00	540.00	540.00	540.00
Total - OFFICE OF THE MAYOR (51-??-102)		94,679.74	93,494.00	72,790.49	90,078.00	88,625.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
CITY ATTORNEY (51-??-103)						
110	Salaries - Straight Time	\$97,879.10	\$101,001.00	\$101,536.05	\$99,509.00	\$98,967.00
151	Employer Contrib - Health	18,408.47	15,507.00		15,507.00	19,829.00
152	Employer Contrib - Life	567.04	559.00		560.00	577.00
153	Employer Contrib - Dental	985.92	943.00		1,000.00	1,050.00
154	Employer Contrib - Retirement	10,455.19	10,706.00		10,548.00	10,548.00
155	Employer Contrib - FICA	7,351.60	7,727.00		7,612.00	7,612.00
157	Employer Contrib - Vision	141.36	147.00		140.00	146.00
161	Employer Contrib - Work Comp	301.19	337.00		306.00	306.00
211	Professional Svcs - Legal	14,083.00	10,000.00	2,327.50	4,000.00	10,000.00
218	Professional Svcs - Recording		50.00		50.00	50.00
221	Utility -Telephone Services	545.64	750.00	768.09	750.00	750.00
291	Other Services - Printing	50.58	200.00	152.30	200.00	200.00
310	Supplies - Office	41.85	200.00	129.41	200.00	200.00
311	Supplies - Postage	145.49	200.00	132.91	200.00	200.00
312	Supplies - Computer			26.48	50.00	50.00
315	Supplies - Tools & Equip			40.50	10.00	
320	Dues/Memberships/Licenses	447.00	750.00	547.29	500.00	750.00
322	Periodicals/Subscriptions	1,210.78	800.00	1,102.97	1,000.00	1,000.00
331	Travel Expense - Mileage	380.24	200.00	358.65	200.00	200.00
332	Travel Expense - Registrations		200.00	230.00	230.00	200.00
333	Travel Expense - Lodging/Meals	59.84	400.00	43.19	100.00	200.00
336	Training - Mileage	312.30	400.00	198.51	400.00	400.00
337	Training - Registrations	4.00	500.00		500.00	500.00
338	Training - Lodging/Meals	127.00	400.00	311.63	400.00	400.00
339	Training - Other Expenses	467.00	200.00		100.00	100.00
513	Insurance - Property	600.00	600.00	600.00	600.00	600.00
Total - CITY ATTORNEY (51-??-103)		154,564.59	152,777.00	108,505.48	144,672.00	154,835.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	City Attorney	Jeffrey S. Brandt
	FUNCTION	BUDGET NUMBER	DATE
	General Government	000-51103-000	9/22/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
Provide legal services to the City by ordinance prosecution, review of documents, representation of the City, advisor to Mayor, Department Heads, and Common Council, and preparation of documents. In addition, act as parliamentarian, troubleshoot citizen complaints, and act as liaison to other governmental agencies. Respond to inquiries from the press and the public.	1. Monitored PCB cleanup. 2. Monitor WISCO receivership. 3. Transition to new Mayor. 4. Aided with code enforcement. 5. Began development agreements and lot sales of TID#9 6. Respond to numerous CC concerns 7. Resolved PCI litigation.		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
1. Public records, open meetings training for elected officials. 2. Continue inter-governmental cooperation. 3. Continue implementation of development agreements for Calumet County. 4. Monitor Little Lake Butte des Morts cleanup. 5. Continue code cleanup. 6. Transition to new attorney.	1. Transition to new attorney. 2. Implement CATV changes per State. 3. Work with CC on new procedures. 4. Continue Calumet County expansion. 5. Continue code review. 6. Add to tax base. 7. Evaluate services to determine continued need. 8. Prepare budgets with reduced appropriations.		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE
TAXES	\$0.00	\$0.00	Attorney
SPECIAL ASSESSMENTS	\$0.00	\$0.00	
INTERGOV REVENUE	\$0.00	\$0.00	
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	
			2008 # OF FTE'S
			1.00
			2009 # OF FTE'S
			1.00
			TOTAL
			1.00
			1.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Attorney	PREPARED BY Jeffrey S. Brandt Jeffrey S. Brandt
		BUDGET NUMBER 000-51103-000	DATE 9/15/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time City Attorney	98967.00	98967.00
	TOTAL	\$98,967.00	\$98,967.00
151	Employer Contrib - Health	19829.00	19829.00
	TOTAL	\$19,829.00	\$19,829.00
152	Employer Contrib - Life	577.00	577.00
	TOTAL	\$577.00	\$577.00
153	Employer Contrib - Dental	1050.00	1050.00
	TOTAL	\$1,050.00	\$1,050.00
154	Employer Contrib - Retirement	10548.00	10548.00
	TOTAL	\$10,548.00	\$10,548.00
155	Employer Contrib - FICA	7612.00	7612.00
	TOTAL	\$7,612.00	\$7,612.00
157	Employer Contrib - Vision	146.00	146.00
	TOTAL	\$146.00	\$146.00
161	Employer Contrib - Work Comp	306.00	306.00
	TOTAL	\$306.00	\$306.00
211	Professional Svcs - Legal	10000.00	10000.00
	As required	0.00	0.00
	TOTAL	\$10,000.00	\$10,000.00
218	Professional Svcs - Recording Fees	50.00	50.00
	TOTAL	\$50.00	\$50.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Attorney	PREPARED BY Jeffrey S. Brandt Jeffrey S. Brandt	
		BUDGET NUMBER 000-51103-000	DATE 9/15/2008	
221	Utility -Telephone Services		750.00	750.00
		TOTAL	\$750.00	\$750.00
291	Other Services - Printing		200.00	200.00
		TOTAL	\$200.00	\$200.00
310	Supplies - Office		200.00	200.00
		TOTAL	\$200.00	\$200.00
311	Supplies - Postage		200.00	200.00
		TOTAL	\$200.00	\$200.00
312	Supplies - Computer		50.00	50.00
		TOTAL	\$50.00	\$50.00
320	Dues/Memberships/Licenses			
	State Bar Dues 450		750.00	750.00
	County Bar Dues 35			
		TOTAL	\$750.00	\$750.00
322	Periodicals/Subscriptions		1000.00	1000.00
		TOTAL	\$1,000.00	\$1,000.00
331	Travel Expense - Mileage		200.00	200.00
		TOTAL	\$200.00	\$200.00
332	Travel Expense - Registrations		200.00	200.00
		TOTAL	\$200.00	\$200.00
333	Travel Expense - Lodging/Meals		200.00	200.00
		TOTAL	\$200.00	\$200.00
336	Training - Mileage		400.00	400.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Attorney	PREPARED BY Jeffrey S. Brandt Jeffrey S. Brandt	
		BUDGET NUMBER 000-51103-000	DATE 9/15/2008	
		TOTAL	\$400.00	\$400.00
337	Training - Registrations			
	Municipal Attorney Institute		500.00	500.00
	Continuing Legal Education			
		TOTAL	\$500.00	\$500.00
338	Training - Lodging/Meals			
	Municipal Attorney Institute		400.00	400.00
		TOTAL	\$400.00	\$400.00
339	Training - Other Expenses			
			100.00	100.00
		TOTAL	\$100.00	\$100.00
513	Insurance - Property			
			600.00	600.00
		TOTAL	\$600.00	\$600.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
CITY CLERK (51-??-104)						
110	Salaries - Straight Time	\$85,417.49	\$88,715.00	\$90,864.05	\$89,123.00	\$93,900.00
120	Wages - Straight Time	16.19	50.00	47.25	100.00	50.00
121	Wages - Overtime/Doubletime			1,413.16	100.00	50.00
151	Employer Contrib - Health	32,654.12	31,014.00		31,014.00	33,992.00
152	Employer Contrib - Life	197.39	208.00		208.00	214.00
153	Employer Contrib - Dental	1,971.84	1,887.00		2,000.00	2,100.00
154	Employer Contrib - Retirement	9,125.80	9,404.00		9,468.00	9,776.00
155	Employer Contrib - FICA	6,416.84	6,787.00		6,833.00	7,191.00
157	Employer Contrib - Vision	282.72	244.00		280.00	291.00
161	Employer Contrib - Work Comp	262.89	296.00		275.00	290.00
218	Professional Svcs - Recording	190.00	350.00	87.00	300.00	300.00
221	Utility -Telephone Services	276.69	350.00	204.34	350.00	350.00
291	Other Services - Printing			98.90	82.00	100.00
292	Other Services - Publishing	632.41	1,200.00	764.03	900.00	900.00
300	Supplies - Department			11.00	11.00	
310	Supplies - Office	88.73	200.00	218.90	200.00	200.00
311	Supplies - Postage	444.48	700.00	559.92	700.00	700.00
315	Supplies - Tools & Equip		1,500.00		1,500.00	1,500.00
320	Dues/Memberships/Licenses	205.00	225.00	245.00	245.00	200.00
331	Travel Expense - Mileage		50.00	102.01	102.00	50.00
332	Travel Expense - Registrations	30.00		369.00	369.00	
333	Travel Expense - Lodging/Meals			248.25	248.00	50.00
336	Training - Mileage	130.47	200.00		100.00	200.00
337	Training - Registrations	53.00	500.00	145.00	550.00	1,160.00
338	Training - Lodging/Meals	124.00	500.00	158.00	158.00	800.00
513	Insurance - Property	520.00	520.00	520.00	520.00	520.00
Total - CITY CLERK (51-??-104)		139,040.06	144,900.00	96,055.81	145,736.00	154,884.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND General Fund	BUDGET NAME City Clerk	PREPARED BY Deborah Galeazzi
	FUNCTION General Government	BUDGET NUMBER 000-51104-000	DATE 9/23/2008

PROGRAM - BUDGET RESPONSIBILITIES

Maintains custody of city seal, attests and signs all official documents; prepare and file necessary reports pertaining to City business; files and indexes all council actions and adminstrates all city clerk duties per state statutes. Responsible for preparing and keeping Common Council and Committee Minutes; update City ordinances in the Municipal Code; issuing and maintaining liquor licenses; assist residents as needed.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

- Implementing and training agenda/minutes program
- updating City web site information
- Reduced filing backlog
- Preparation of notices for rezonings, special use permits, annexations, liquor licenses
- Day-to-day operation of clerk's office
- Assisting Residents
- Clerk completed CMC/WMCA Certification
- Advance training for Clerk & Deputy Clerk

2009 PROGRAM - BUDGET FUNDING REQUEST

Training on website updates
Deputy Clerk/Adminstrative Assistant - WMCA Institute
Clerk - WMCA Distrist Meetings & Annual Conferences

2009 PROGRAM - BUDGET OBJECTIVES

- Operate within budget
- Council packet updates
- Website updates
- Comprehensive review of fees for appropriate increases

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Administrative Asst	0.38	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	City Clerk	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.38	2.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Clerk	PREPARED BY Deborah Galeazzi Jeffrey S. Brandt	
		BUDGET NUMBER 000-51104-000	DATE 9/30/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>		<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time			
	Clerk 58000		93900.00	93900.00
	Deputy Clerk/AA 35900			
		TOTAL	\$93,900.00	\$93,900.00
120	Wages - Straight Time			
			50.00	50.00
		TOTAL	\$50.00	\$50.00
121	Wages - Overtime/Doubletime			
			50.00	50.00
		TOTAL	\$50.00	\$50.00
151	Employer Contrib - Health			
			33992.00	33992.00
		TOTAL	\$33,992.00	\$33,992.00
152	Employer Contrib - Life			
			214.00	214.00
		TOTAL	\$214.00	\$214.00
153	Employer Contrib - Dental			
			2100.00	2100.00
		TOTAL	\$2,100.00	\$2,100.00
154	Employer Contrib - Retirement			
			9776.00	9776.00
		TOTAL	\$9,776.00	\$9,776.00
155	Employer Contrib - FICA			
			7191.00	7191.00
		TOTAL	\$7,191.00	\$7,191.00
157	Employer Contrib - Vision			
			291.00	291.00
		TOTAL	\$291.00	\$291.00
161	Employer Contrib - Work Comp			
			290.00	290.00
		TOTAL	\$290.00	\$290.00
218	Professional Svcs - Recording Fees			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Clerk	PREPARED BY Deborah Galeazzi Jeffrey S. Brandt	
		BUDGET NUMBER 000-51104-000	DATE 9/30/2008	
	Annexations et al		300.00	300.00
		TOTAL	\$300.00	\$300.00
221	Utility -Telephone Services		350.00	350.00
		TOTAL	\$350.00	\$350.00
291	Other Services - Printing		100.00	100.00
		TOTAL	\$100.00	\$100.00
292	Other Services - Publishing Legal Notices		900.00	900.00
		TOTAL	\$900.00	\$900.00
310	Supplies - Office		200.00	200.00
		TOTAL	\$200.00	\$200.00
311	Supplies - Postage Public Hearing Notices		700.00	700.00
		TOTAL	\$700.00	\$700.00
315	Supplies - Tools & Equip Admin Assist Desk		1500.00	1500.00
		TOTAL	\$1,500.00	\$1,500.00
320	Dues/Memberships/Licenses WMCA IIMC Wisconsin Taxpayers Alliance		200.00	200.00
		TOTAL	\$200.00	\$200.00
331	Travel Expense - Mileage WMCA and District meetings		50.00	50.00
		TOTAL	\$50.00	\$50.00
333	Travel Expense - Lodging/Meals		50.00	50.00
		TOTAL	\$50.00	\$50.00
336	Training - Mileage Clerk Institute-Deputy Clerk Annual Conference-Clerk		200.00	200.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Clerk	PREPARED BY Deborah Galeazzi Jeffrey S. Brandt	
		BUDGET NUMBER 000-51104-000	DATE 9/30/2008	
		TOTAL	\$200.00	\$200.00
337	Training - Registrations			
	Clerk Institute-Deputy Clerk		1160.00	1160.00
	Annual Conference-Clerk			
		TOTAL	\$1,160.00	\$1,160.00
338	Training - Lodging/Meals			
	Clerk Institute-Deputy Clerk		800.00	800.00
	Annual Conference-Clerk			
		TOTAL	\$800.00	\$800.00
513	Insurance - Property			
			520.00	520.00
		TOTAL	\$520.00	\$520.00

OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
PERSONNEL DEPARTMENT (51-??-105)						
110	Salaries - Straight Time	\$81,451.77	\$84,990.00	\$86,549.56	\$84,588.00	\$89,900.00
120	Wages - Straight Time	12.95				
121	Wages - Overtime/Doubletime	20.49	100.00	335.95	100.00	100.00
151	Employer Contrib - Health	27,341.48	25,573.00		26,561.00	28,031.00
152	Employer Contrib - Life	197.05	197.00		197.00	205.00
153	Employer Contrib - Dental	1,971.84	1,887.00		2,000.00	2,100.00
154	Employer Contrib - Retirement	8,704.03	9,009.00		8,977.00	9,360.00
155	Employer Contrib - FICA	6,120.27	6,502.00		6,479.00	6,885.00
157	Employer Contrib - Vision	248.52	258.00		246.00	256.00
161	Employer Contrib - Work Comp	250.74	283.00		261.00	283.00
211	Professional Svcs - Legal	11,322.44	8,000.00	1,271.00	2,000.00	5,000.00
215	Professional Svcs - Medical	5,779.82	8,000.00	6,003.00	8,000.00	9,000.00
216	Professional Svcs - Management	3,376.00	3,000.00	4,052.00	3,200.00	3,200.00
221	Utility -Telephone Services	349.18	600.00	195.68	200.00	400.00
291	Other Services - Printing		500.00		300.00	300.00
293	Other Services - Advertising	1,399.52	2,000.00	171.36	2,000.00	2,000.00
310	Supplies - Office	510.86	300.00	1,366.21	450.00	300.00
311	Supplies - Postage	660.13	800.00	568.75	800.00	800.00
315	Supplies - Tools & Equip			56.50		
320	Dues/Memberships/Licenses	160.00	1,000.00	160.00	300.00	500.00
331	Travel Expense - Mileage	358.31	600.00	616.60	500.00	500.00
333	Travel Expense - Lodging/Meals	90.60		22.22	50.00	100.00
334	Travel Expense - Other Expense	84.39				
336	Training - Mileage	107.67	300.00	145.50	100.00	200.00
337	Training - Registrations	258.00	300.00	15.00	100.00	200.00
338	Training - Lodging/Meals	22.40	200.00	7.00	100.00	200.00
513	Insurance - Property	660.00	660.00	660.00	660.00	660.00
730	Awards/Claim Settlements	663.08				
804	Capital Outlay - Office Equip	23.22				
Total - PERSONNEL DEPARTMENT (51-??-105)		152,144.76	155,059.00	102,196.33	148,169.00	160,480.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Personnel Department	Jeffrey S. Brandt
	FUNCTION	BUDGET NUMBER	DATE
	General Government	000-51105-000	9/22/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
Negotiate and administer Collective Bargaining Agreements, as well as the Personnel Policy Handbook. Represent the City in labor disputes. Direct the Benefits Specialist. Administer compliance with State and Federal regulations, including FMLA, EEP, ADA, W/C, UC, CDL, EEOC. Provide support for and training for departments. Purchase insurance. Represent City with CVMIC. Act as Risk Manager. Supervise payroll.	1. Negotiated new health insurance saving over \$300,000 annually. 2. Investigated a Post Employment Health Plan. 3. Continued to evaluate long term insurance strategies. 4. Updated a number of policies.		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
1. Complete redraft of the Personnel Policy Handbook. 2. Bargain CBA with AFSCME units. 3. Familiarize Council with fringe benefits and costs. 4. Expand sec. 125 to include post-employment insurance costs. 5. Renegotiate health insurance with insurer.	1. Implement new health insurance. 2. Bargain new CBAs with AFSCME units. 3. Implement post employment insurance plans. 4. Respond to Common Council for information. 5. Training updates for sexual harassment and retaliation. 6. Redesign Personnel Policy Handbook for non-reps and unionized employees. 7. Create individual benefits statements. 8. Work with supervisors as to staffing needs. 9. Evaluate job titles.		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE
TAXES	\$0.00	\$0.00	Administrative Assistant
SPECIAL ASSESSMENTS	\$0.00	\$0.00	
INTERGOV REVENUE	\$0.00	\$0.00	Benefits Specialist/Safety
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	TOTAL
			2.00
			2.00

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME		PREPARED BY	
		Personnel Department		Jeffrey S. Brandt	
		BUDGET NUMBER		DATE	
		000-51105-000		9/18/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>		<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time				
	Benefits Specialist 50800		89900.00	89900.00	
	Administrative Assistant 39100				
		TOTAL	\$89,900.00	\$89,900.00	
121	Wages - Overtime/Doubletime				
			100.00	100.00	
		TOTAL	\$100.00	\$100.00	
151	Employer Contrib - Health				
			28031.00	28031.00	
		TOTAL	\$28,031.00	\$28,031.00	
152	Employer Contrib - Life				
			205.00	205.00	
		TOTAL	\$205.00	\$205.00	
153	Employer Contrib - Dental				
			2100.00	2100.00	
		TOTAL	\$2,100.00	\$2,100.00	
154	Employer Contrib - Retirement				
			9360.00	9360.00	
		TOTAL	\$9,360.00	\$9,360.00	
155	Employer Contrib - FICA				
			6885.00	6885.00	
		TOTAL	\$6,885.00	\$6,885.00	
157	Employer Contrib - Vision				
			256.00	256.00	
		TOTAL	\$256.00	\$256.00	
161	Employer Contrib - Work Comp				
			283.00	283.00	
		TOTAL	\$283.00	\$283.00	
211	Professional Svcs - Legal				
	Labor		5000.00	5000.00	
		TOTAL	\$5,000.00	\$5,000.00	
215	Professional Svcs - Medical				

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Personnel Department	Jeffrey S. Brandt	
		BUDGET NUMBER	DATE	
		000-51105-000	9/18/2008	
	Sec 125		9000.00	9000.00
	CDL Testing			
	Pre-employment Physical			
	Miscellaneous			
		TOTAL	\$9,000.00	\$9,000.00
216	Professional Svcs - Management		3200.00	3200.00
		TOTAL	\$3,200.00	\$3,200.00
221	Utility -Telephone Services		400.00	400.00
		TOTAL	\$400.00	\$400.00
291	Other Services - Printing		300.00	300.00
		TOTAL	\$300.00	\$300.00
293	Other Services - Advertising		2000.00	2000.00
	Recruiting			
		TOTAL	\$2,000.00	\$2,000.00
310	Supplies - Office		300.00	300.00
		TOTAL	\$300.00	\$300.00
311	Supplies - Postage		800.00	800.00
		TOTAL	\$800.00	\$800.00
320	Dues/Memberships/Licenses		500.00	500.00
	WPELRA			
	NPELRA			
		TOTAL	\$500.00	\$500.00
331	Travel Expense - Mileage		500.00	500.00
		TOTAL	\$500.00	\$500.00
333	Travel Expense - Lodging/Meals		100.00	100.00
		TOTAL	\$100.00	\$100.00
336	Training - Mileage			

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Personnel Department	Jeffrey S. Brandt	
		BUDGET NUMBER	DATE	
		000-51105-000	9/18/2008	
			200.00	200.00
		TOTAL	\$200.00	\$200.00
337	Training - Registrations			
			200.00	200.00
		TOTAL	\$200.00	\$200.00
338	Training - Lodging/Meals			
			200.00	200.00
		TOTAL	\$200.00	\$200.00
513	Insurance - Property			
			660.00	660.00
		TOTAL	\$660.00	\$660.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
COMPTROLLER/TREASURER (51-??-106)						
110	Salaries - Straight Time	\$130,981.02	\$136,166.00	\$136,995.44	\$137,012.00	\$139,220.00
120	Wages - Straight Time	113,817.73	124,005.00	123,343.46	123,354.00	120,940.00
121	Wages - Overtime/Doubletime	21.27	50.00	168.32	161.00	100.00
151	Employer Contrib - Health	53,992.73	46,684.00		47,114.00	50,220.00
152	Employer Contrib - Life	588.00	689.00		679.00	660.00
153	Employer Contrib - Dental	3,641.75	3,615.00		3,704.00	3,790.00
154	Employer Contrib - Retirement	26,151.04	27,584.00		27,615.00	27,060.00
155	Employer Contrib - FICA	18,388.17	19,907.00		19,930.00	19,910.00
157	Employer Contrib - Vision	457.71	510.00		487.00	470.00
161	Employer Contrib - Work Comp	753.32	867.00		868.00	800.00
212	Professional Svcs - Engineering			(1,900.00)		
213	Professional Svcs - Acct/Finl	14,442.00	23,400.00	17,342.00	23,400.00	17,540.00
221	Utility -Telephone Services	742.46	660.00	608.11	650.00	700.00
291	Other Services - Printing	3,598.75	2,000.00	2,052.41	2,000.00	2,000.00
292	Other Services - Publishing	23.99				
300	Supplies - Department	36.00	35.00	20.73	35.00	35.00
310	Supplies - Office	1,161.91	850.00	545.02	450.00	700.00
311	Supplies - Postage	5,905.41	5,100.00	5,120.08	4,800.00	5,100.00
315	Supplies - Tools & Equip	228.00		56.50		
320	Dues/Memberships/Licenses	255.00	280.00	285.00	285.00	300.00
322	Periodicals/Subscriptions	137.00	200.00	109.00	109.00	175.00
331	Travel Expense - Mileage	41.23	75.00	57.09	60.00	75.00
332	Travel Expense - Registrations	10.00		10.00		
333	Travel Expense - Lodging/Meals			6.20	6.00	
336	Training - Mileage		150.00			150.00
337	Training - Registrations	13.00	100.00	15.00	15.00	75.00
338	Training - Lodging/Meals	33.64	75.00			75.00
513	Insurance - Property	2,040.00	2,040.00	2,040.00	2,040.00	2,040.00
Total - COMPTROLLER/TREASURER (51-??-106)		377,461.13	395,042.00	286,874.36	394,774.00	392,135.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Comptroller/Treasurer	Thomas Stoffel
	FUNCTION	BUDGET NUMBER	DATE
	General Government	000-51106-000	9/15/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
<p>The Finance Department is responsible for carrying out the Comptrollership and Treasury functions of the City as listed in the Wisconsin State Statutes and for the direction of the Assessor and Information Technology Departments.</p> <p>The Department is also responsible for administering the City's borrowing programs, creating and delivering financial reports to the Mayor, Common Council, state agencies and other outside interested parties and compiling the annual City budget.</p>	<p>Interest revenue will be at budget for 2008 due to declining interest rates. The Department was not able to maintain the City's Moody rating of A1, dropping to A3, due to concerns surrounding the Steam Utility. Successfully refinanced \$9,995,000 in G.O. Notes for City and TIF Districts. The Department also successfully completed the change over to processing property tax collections by use of a credit card.</p>		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
<p>Increase in Professional Services - Accounting/Financial to retain an actuary to perform the services required by GASB 45.</p>	<p>Initiate activities necessary to allow for credit card payment of city charges, other than property taxes and transition into new HTE financial software for the City..</p>		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE
TAXES	\$0.00	\$0.00	CLERK IV
SPECIAL ASSESSMENTS	\$0.00	\$0.00	COMPTROLLER/TREAS
INTERGOV REVENUE	\$0.00	\$0.00	STAFF ACCOUNTANT
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	TOTAL
			5.00
			5.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Comptroller/Treasurer	PREPARED BY Thomas Stoffel
		BUDGET NUMBER 000-51106-000	DATE 9/15/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	Staff Accountant - \$47,700	142903.00	139220.00
	Comptroller/Treasurer - \$91,900		
	TOTAL	\$142,903.00	\$139,220.00
120	Wages - Straight Time		
	Office Clerk 4 (3)	124132.00	120940.00
	TOTAL	\$124,132.00	\$120,940.00
213	Professional Svcs - Accounting/Financial		
	2008 Financial Audit - \$15,850	18000.00	17540.00
	Other ACCOUNTING Services - \$2,150		
	TOTAL	\$18,000.00	\$17,540.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
CITY ASSESSOR (51-??-107)						
140	Per Diem	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
162	Employer Contrib - Unemploy Comp	3,680.82				
211	Professional Svcs - Legal	3,392.20				
214	Professional Svcs - Computer	6,250.00	2,500.00	335.00	500.00	2,000.00
217	Professional Svcs - Court Rept	150.00	150.00	180.00	180.00	210.00
219	Professional Svcs - Appraisal	56,501.30	58,200.00	56,498.70	56,500.00	57,800.00
221	Utility -Telephone Services	122.87	120.00	(177.30)	100.00	100.00
250	Pmts to Other Municipal Entity	7,059.13	7,200.00	6,664.12	6,664.00	8,595.00
310	Supplies - Office	331.41	300.00	362.18	400.00	400.00
311	Supplies - Postage	213.37	300.00	228.98	250.00	300.00
315	Supplies - Tools & Equip	164.94				
337	Training - Registrations		50.00	25.00	25.00	50.00
339	Training - Other Expenses	20.00				
513	Insurance - Property	580.00	580.00	580.00	580.00	580.00
Total - CITY ASSESSOR (51-??-107)		78,966.04	69,900.00	65,196.68	65,699.00	70,535.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	City Assessor	Thomas Stoffel
	FUNCTION	BUDGET NUMBER	DATE
	General Government	000-51107-000	9/15/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
<p>The appointed City Assessor has the statutory duty to prepare, sign and defend the annual assessment roll.</p> <p>For 2007, all real estate and personal property accounts were handled by Associated Appraisal Consultants, Inc.</p> <p>Five Oaks Park homes are valued annually and this office prepares the monthly Parking Permit Fee bill.</p> <p>The City Assessor also completes the Real Property Lister functions detailed in §70.09 rather than receiving this service from either Calumet or Winnebago County.</p>	<p>Services provided by the outside appraisal firm were very satisfactory to City staff and tax payers.</p>		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
No major changes from 2008 budget request.	Continue to use an outside appraisal firm for performing the tasks as prescribed for the City Assesor in Wisconsin State Statutes.		

FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
TAXES	\$0.00	\$0.00	.	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	..	0.00	0.00
INTERGOV REVENUE	\$0.00	\$0.00	...	0.00	0.00
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		City Assessor	Thomas Stoffel	
		BUDGET NUMBER	DATE	
		000-51107-000	9/15/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
219	Professional Svcs - Appraisal			
	Outside appraisal firm to provide assessment services	57800.00		57800.00
	TOTAL	\$57,800.00		\$57,800.00
250	Payments to Other Municipal Entities			
	Payment to WDOR for Manufacturing assessment services	7200.00		8595.00
	TOTAL	\$7,200.00		\$8,595.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
GENERAL FUND						
INFORMATION SYSTEMS (51-??-109)						
110	Salaries - Straight Time	\$111,392.02	\$114,535.00	\$116,060.91	\$116,073.00	\$118,400.00
151	Employer Contrib - Health	13,300.55	9,587.00		9,587.00	10,230.00
152	Employer Contrib - Life	127.57	93.00		151.00	150.00
153	Employer Contrib - Dental	726.24	720.00		737.00	750.00
154	Employer Contrib - Retirement	11,898.60	12,141.00		12,304.00	12,310.00
155	Employer Contrib - FICA	8,366.55	8,762.00		8,880.00	9,060.00
157	Employer Contrib - Vision	53.52	56.00		106.00	100.00
161	Employer Contrib - Work Comp	342.77	382.00		387.00	360.00
213	Professional Svcs - Acct/Finl	22.20				
214	Professional Svcs - Computer	25,131.84	35,000.00	34,918.58	35,000.00	46,810.00
216	Professional Svcs - Management	150.00				
221	Utility -Telephone Services	2,817.64	3,600.00	2,523.93	2,750.00	3,000.00
242	Repair/Maint - Tools and Equip	735.00				
243	Repair/Maint - Specialized Equip	46,439.32	42,279.00	69,166.99	40,000.00	56,160.00
250	Pmts to Other Municipal Entity			470.00		
291	Other Services - Printing	101.16	200.00		100.00	200.00
295	Other Services - Vehicle/Equip Rental	1,327.80	2,000.00	1,201.45	1,600.00	1,880.00
310	Supplies - Office	36.01	50.00	60.13	50.00	50.00
311	Supplies - Postage	27.50	50.00	69.53	70.00	50.00
312	Supplies - Computer	35.05	1,000.00	70.36	300.00	850.00
315	Supplies - Tools & Equip	37,713.50	53,316.00	60,611.49	53,000.00	62,450.00
336	Training - Mileage			113.89	115.00	
337	Training - Registrations	5,040.00	4,500.00	4,000.00	4,500.00	4,500.00
338	Training - Lodging/Meals	14.00	2,500.00	1,162.82	2,500.00	2,500.00
339	Training - Other Expenses	399.99	3,000.00	3,424.80	2,500.00	10,500.00
513	Insurance - Property	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
801	Capital Outlay - Computer Equip		69,350.00	59,232.36	69,350.00	6,900.00
804	Capital Outlay - Office Equip	48,364.98	16,400.00	16,214.89	16,215.00	
Total - INFORMATION SYSTEMS (51-??-109)		315,863.81	380,821.00	370,602.13	377,575.00	348,510.00

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<p align="center">CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS</p>	FUND	BUDGET NAME	PREPARED BY
	General Fund	IS Department	Thomas Stoffel Jeff Lacey
	FUNCTION	BUDGET NUMBER	DATE
	General Government	000-51109-000	9/10/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
<p>The purpose of the Information Technology Department is to provide effective electronic capabilities so that accurate and timely information is made available to each City Department, the Mayor's office and the Common Council. The Information Technology Department shall continuously plan, organize and evaluate the various Information Systems to provide appropriate decision making information for each City Department and appropriate elected officials.</p>	<p>In addition to Network/User/Telephone support, the IT Department accomplished the following tasks in 2008:</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Replaced most CRT displays with LCD displays. CRT displays are reaching end of life (6+ years) and losing clarity. Also LCD displays are much more energy efficient Implemented a Table PC for City Sanatarian Implemented a color laser copier for Senior Center for creation of publications in-house for emergency preparedness vs. send to a service Implemented a Storage Area Network (SAN) for storage of Police interview video, Building permit imaging and GIS maps Implemented an E-mail Compliance vault for archival of all City e-mail Implemented a high speed copier for creation of Council packets, printing of the City Administration Directory booklets and billings vs. outsource printing Upgraded all Police PC's Implemented Network connectivity and a new Booking station of the OffenderTrak software utilized by winnebago County Implemented GPS tracking in police squad cars Replaced Fuel/Fleet management system at Public Works Facility due to age and technology advances Implemented Cemetery software for Parks Department Implemented Web traffic monitoring and filtering Developed applications for Health Department time tracking and charting Developed application for Excavation permitting Developed inventory application 		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
<p>For 2009 the Information Technology Department is requesting funds to continue the implementation and support of Technology systems for the various City Departments including items listed under 2009 Budget Objectives.</p>	<p>The IT Department's Objectives for 2009 include:</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Implement video monitoring in Finance lobby for safety of employees. Replace City PCs that are over 5 years old (38) Implement cordless phone that is fully functional with our phone system, i.e. transferring calls from the handset Create a Terminal Server/Client environment for the Senior Center for reliability and ease of administration Implement training station at Senior Center for one on one training of seniors Implement a miror Storage Area Network (SAN) for storage of Police interview video, Building Permit imaging and GFIS maps. This is needed for redundancy storage of critical files Upgrade Police squad laptops (2) Upgrade Park & Rec Safari Application server Move Govern Database to newer server Replace Squad thermal printers with Bluetooth thermal printers to resolve connectivity issues Bring Web hosting internal vs. hosted by third party (In anticipation of video viewing) Add additional camera to Council chamber recording system Add large flat panel display for presentation viewing to be mounted in Council Chambers behind Mayor Install four satellite displays in Council chambers for gallery viewing of presentations Implement PC for connectivity of video recording system in council chambers for 		

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	IS Department	Thomas Stoffel Jeff Lacey
	FUNCTION	BUDGET NUMBER	DATE
	General Government	000-51109-000	9/10/2008
presentations			

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Manager of IT Support	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Supervisor of IT Support	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	2.00	2.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME IT Department	PREPARED BY Thomas Stoffel Jeff Lacey	
		BUDGET NUMBER 000-51109-000	DATE 9/10/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time			
	Manager of IT Support - \$67,500	121585.00	118400.00	
	Supervisor of IT Support - \$49,300			
	TOTAL	\$121,585.00	\$118,400.00	
214	Professional Svcs - Computer			
	Outsource - \$25,000	53200.00	46810.00	
	Web Hosting - \$1,000			
	Fiber Optic Rental - \$6,400			
	Internet Access - \$16,800			
	Cabeling Projects - \$4,000			
	TOTAL	\$53,200.00	\$46,810.00	
243	Repair/Maint - Specialized Equipment			
		61774.00	56160.00	
	Annual Maint - ARC view - \$3,000 (3)			
	Annual Maint - Safari - \$4,500			
	Annual Maint - T2 Parking - \$900			
	Annual Maint - Govern - \$4,000			
	Annual Maint - Market Drive - \$4,500			
	Annual Maint - Land Desktop - \$3,300			
	Annual Maint - City of Neenah - \$2,500			
	Annual Maint - Oce Plotter - \$2,220 (12)			
	Annual Maint - CarteGraph - \$1,000			
	Annual Maint - WinWan inspection - \$650			
	Annual Maint - Livescan Fingerprint - \$3,500			
	Annual Maint - Baraccuda Spam Block - \$750			
	Annual Maint - Barraccuda Web Filter - \$750			
	Annual Maint - Cemetert software - \$1,000			
	Annual Maint - Fuel/Fleet Maint - \$4,000			
	Annual Maint - Sungard HTE - \$25,204			
	TOTAL	\$61,774.00	\$56,160.00	
315	Supplies - Tools & Equip			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME IT Department	PREPARED BY Thomas Stoffel Jeff Lacey	
		BUDGET NUMBER 000-51109-000	DATE 9/10/2008	
	Finance - Replacement PC (5) - \$3,750		67453.00	62450.00
	assessor - Replacement PC - \$750			
	Global - Emergency Replacement - \$10,000			
	IT - Refurbished Digital phones - \$375			
	IT - Router backup - \$2,500			
	IT - Imaging hard drives - \$600			
	Atty?HR - Telephone headset - \$150			
	Atty/HR/Mayor - Replacement PC (6) - \$4,500			
	Atty/HR/Mayor - Cordless telephone, fully functional - \$700			
	Public Works/Parks - Replacement PC (5) - \$3,750			
	Engineering/ Buildings - Replacement PC (4) - \$3,000			
	Senior Center - Replacement PC - \$750			
	Senior Center - Terminal Server - \$750			
	Senior Center - Terminal Clients (4) - \$1,600			
	Senior Center - Replacement PC (2) - \$1,500			
	Health Department - Replacement PC (7) - \$5,250			
	Health - Displays (7) - \$1,750			
	Police - Squad printers (2) - \$600			
	Police - Replacement MDC battery - \$160			
	Police - Toughbook MDC - \$3,800			
	Com Dev - Replacement PC (4) - \$3,000			
	Com Dev - Replacement displays (2) - \$500			
	Park & Rec - Replacement PC (4) - \$3,000			
	Park & Rec - Replacement printer - \$1,100			
	Park & Rec - Application Server - \$950			
	Common Council - PTZ camera for Chambers - \$1,450			
	Common council - PC for presentations - \$750			
	Common council - 22" LCD Displays for Gallery (4) - \$1,600			
	Atty/HR/Mayor - Adobe Acrobat (6) - \$2,700			
	Com Dev - Govern license - \$2,000			
	Police - Crime Scene charting software (4) - \$168			
	Engineering - Tactics Traffic Software - \$4,000			
	TOTAL		\$67,453.00	\$62,450.00
801	Capital Outlay - Computer Equipment			
	Storage Area Network - \$6,900		6900.00	6900.00
	TOTAL		\$6,900.00	\$6,900.00
804	Capital Outlay - Office Equipment			
	Common council - 60" LCD widescreen for presentations in Council Chambers - \$5,500		5500.00	0.00
	TOTAL		\$5,500.00	\$0.00
821	Capital Projects - Buildings			
	Finance - Video Monitoring Project		7400.00	0.00
	TOTAL		\$7,400.00	\$0.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
MUNICIPAL COURT (51-??-113)						
250	Pmts to Other Municipal Entity	\$2,300.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
	Total - MUNICIPAL COURT (51-??-113)	2,300.00	2,400.00	2,400.00	2,400.00	2,400.00
 GENERAL FUND						
MUNICIPAL BUILDINGS (51-??-115)						
110	Salaries - Straight Time	13,459.77	13,981.00	56,538.13	14,100.00	14,875.00
120	Wages - Straight Time	51,927.82	46,030.00	51,599.15	41,530.00	36,660.00
121	Wages - Overtime/Doubletime	650.49	500.00	1,907.80	2,000.00	750.00
151	Employer Contrib - Health	10,784.77	8,670.00		8,670.00	11,130.00
152	Employer Contrib - Life	36.70	80.00		80.00	100.00
153	Employer Contrib - Dental	609.60	1,303.00		800.00	810.00
154	Employer Contrib - Retirement	7,054.01	6,412.00		6,110.00	5,440.00
155	Employer Contrib - FICA	4,960.06	4,628.00		4,410.00	4,000.00
157	Employer Contrib - Vision	145.62	165.00		160.00	160.00
161	Employer Contrib - Work Comp	2,263.37	2,244.00		1,975.00	1,790.00
162	Employer Contrib - Unemploy Comp	566.82				
193	Uniform/Clothing Allowance		300.00	299.49	300.00	300.00
201	Contract Svcs - Janitorial	1,815.86	1,425.00	1,090.32	1,400.00	1,425.00
204	Contract Svcs - Mechanical Sys	3,011.59	6,170.00	4,580.78	4,775.00	4,950.00
221	Utility - Telephone Services	3,327.44	4,000.00	2,287.50	2,400.00	2,400.00
223	Utility - Electricity	17,745.95	16,300.00	18,746.72	18,850.00	19,560.00
224	Utility - Heat	15,463.01	13,500.00	18,139.78	16,500.00	17,000.00
225	Utility - Water/Sewer/Hydrant	2,832.72	2,780.00	3,234.89	3,100.00	3,720.00
240	Repair/Maint - Buildings	12,741.16	6,000.00	4,319.14	6,000.00	7,500.00
241	Repair/Maint - Office Equip	942.55	2,000.00	2,146.46	2,000.00	2,000.00
243	Repair/Maint - Specialized Equip	3,814.42	1,500.00	3,942.45	3,000.00	2,500.00
291	Other Services - Printing			12.46		
293	Other Services - Advertising			384.00		
295	Other Services - Vehicle/Equip Rental	7,300.08	8,500.00	7,648.26	8,950.00	8,790.00
300	Supplies - Department	1,073.24	1,030.00	1,010.76	1,000.00	750.00
310	Supplies - Office	4,355.90	4,800.00	4,608.62	4,000.00	4,000.00
311	Supplies - Postage	335.00	200.00	355.00	350.00	350.00

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OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
313	Supplies - Housekeeping	\$3,506.08	\$3,000.00	\$2,586.43	\$3,200.00	\$3,200.00
315	Supplies - Tools & Equip	141.74	500.00	216.29	500.00	500.00
320	Dues/Memberships/Licenses		200.00			
322	Periodicals/Subscriptions	317.20	200.00	178.95	187.00	200.00
331	Travel Expense - Mileage	105.34	100.00	61.00	100.00	100.00
332	Travel Expense - Registrations		500.00			
337	Training - Registrations	4.00		5.00	5.00	
513	Insurance - Property	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00
	Total - MUNICIPAL BUILDINGS (51-??-115)	172,822.31	158,548.00	187,429.38	157,982.00	156,490.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Municipal Buildings	PREPARED BY Mark Radtke Adam Alix
		BUDGET NUMBER 000-51115-000	DATE 10/10/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	Building Services Sup't.	14875.00	14875.00
	NOTE: Figure represents 25% of actual salary (\$59,500); Library, Police, and Parks Departments to pay remaining 75%		
	TOTAL	\$14,875.00	\$14,875.00
120	Wages - Straight Time		
	Full-Time Custodians (1): \$30,720	36660.00	36330.00
	Additional Regular Hours: \$1,075 (70 hrs. @ \$15.36)		
	Part-Time Custodian: \$4,865 350 hrs. @ \$13.90		
	TOTAL	\$36,660.00	\$36,330.00
201	Contract Svcs - Janitorial		
	Mops, rugs, etc.: \$550	1425.00	1425.00
	Pest Control: \$205		
	Fire Extinguisher: \$200		
	Water Cooler Services (4): \$470		
	TOTAL	\$1,425.00	\$1,425.00
204	Contract Svcs - Mechanical Systems		
	HVAC Maintenance Contract \$2,310	4950.00	4950.00
	Postage Meter Machine Lease: \$1,500		
	Elevator Service: \$925		
	Fire Alarm Service: \$215		
	TOTAL	\$4,950.00	\$4,950.00
240	Repair/Maint - Buildings		
	HVAC Maintenance: \$1,500	9500.00	7500.00
	Plumbing: \$1,500		
	Electrical: \$1,000		
	Elevator Cable Oiler: \$1,500		
	Miscellaneous: \$4,000		
	TOTAL	\$9,500.00	\$7,500.00
300	Supplies - Department		
	Supplies, keys, misc. hardware: \$300	750.00	750.00
	City Flags: \$450		
	TOTAL	\$750.00	\$750.00
315	Supplies - Tools & Equip		
	Miscellaneous: \$500	500.00	500.00
	TOTAL	\$500.00	\$500.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
GENERAL FUND						
ELECTIONS (51-??-117)						
110	Salaries - Straight Time	\$3,746.25	\$12,000.00	\$442.50		
120	Wages - Straight Time	179.01	600.00	1,714.46		4,000.00
121	Wages - Overtime/Doubletime	47.39	200.00	830.51	1,000.00	300.00
140	Per Diem			12,597.75	12,000.00	560.00
152	Employer Contrib - Life	0.08				
154	Employer Contrib - Retirement	24.18	85.00		233.00	83.00
155	Employer Contrib - FICA	17.00	979.00		1,086.00	329.00
161	Employer Contrib - Work Comp	136.16	70.00		75.00	27.00
202	Contract Svcs - Vending/Catering		1,000.00	1,211.06	1,000.00	850.00
221	Utility -Telephone Services			91.56	62.00	125.00
241	Repair/Maint - Office Equip			1,025.00	1,025.00	
243	Repair/Maint - Specialized Equip	334.29	2,979.00	1,347.93		2,305.00
291	Other Services - Printing	578.15	2,000.00	4,612.86	5,629.00	750.00
292	Other Services - Publishing	509.80	1,500.00	1,234.68	1,156.00	578.00
295	Other Services - Vehicle/Equip Rental	69.04	500.00	324.78	500.00	564.00
300	Supplies - Department		100.00	41.37	100.00	100.00
310	Supplies - Office	224.32	300.00	432.97	300.00	300.00
311	Supplies - Postage	253.71	1,500.00	1,017.91	1,500.00	500.00
315	Supplies - Tools & Equip	325.00				
331	Travel Expense - Mileage		200.00		100.00	100.00
336	Training - Mileage	32.00	200.00		200.00	200.00
337	Training - Registrations		100.00		100.00	100.00
338	Training - Lodging/Meals	34.61	100.00	36.74	100.00	100.00
513	Insurance - Property	70.00	70.00	70.00	70.00	70.00
804	Capital Outlay - Office Equip		24,000.00		24,000.00	10,000.00
Total - ELECTIONS (51-??-117)		6,580.99	48,483.00	27,032.08	50,236.00	21,941.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Elections	Deborah Galeazzi
	FUNCTION	BUDGET NUMBER	DATE
	General Government	000-51117-000	
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
Responsible for all elections per statutes. Each election has numerous steps including ballot proofing, Accuvote testing, absentee voting, polling place setup, poll worker meeting, voting records, canvasser's report, recounts (when necessary).	-- Four busy elections this year. No major problems. -- Continue training on State-wide voter registration (SVRS) -- Continue training of touch screen voting equipment		

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES
Two elections in 2009 Funds budgeted for Touch-Screen Machine Warranty Funds budgeted for certification of election inspectors. Funds budgeted for new optic scan voting machines.	-- Two elections in 2009. -- Requirements by the Government Accountability Board to certify election inspectors. -- Keep up to date with election changes. -- Continue with pre-election meetings to keep pollworkers informed -- Continuing SVRS Training -- Touch Screen Voting Equipment maintenance & supplies -- New Optic Scan Equipment

FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
TAXES	\$0.00	\$0.00	Poll Workers	0.67	0.67
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Street Personnel	0.18	0.18
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.85	0.85

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Elections	PREPARED BY Deborah Galeazzi Jeffrey S. Brandt	
		BUDGET NUMBER 000-51117-000	DATE	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>		<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
120	Wages - Straight Time			
	Street Department		4000.00	4000.00
		TOTAL	\$4,000.00	\$4,000.00
121	Wages - Overtime/Doubletime			
	Street Department		300.00	300.00
		TOTAL	\$300.00	\$300.00
154	Employer Contrib - Retirement			
			83.00	83.00
		TOTAL	\$83.00	\$83.00
155	Employer Contrib - FICA			
			329.00	329.00
		TOTAL	\$329.00	\$329.00
161	Employer Contrib - Work Comp			
			27.00	27.00
		TOTAL	\$27.00	\$27.00
202	Contract Svcs - Vending/Catering			
			850.00	850.00
		TOTAL	\$850.00	\$850.00
243	Repair/Maint - Specialized Equipment			
	Maintaining voting machines		2305.00	2305.00
		TOTAL	\$2,305.00	\$2,305.00
291	Other Services - Printing			
	Ballots		750.00	750.00
		TOTAL	\$750.00	\$750.00
292	Other Services - Publishing			
	Election Notices		578.00	578.00
		TOTAL	\$578.00	\$578.00
295	Other Services - Vehicle/Equip Rental			
	Street Equipment		600.00	564.00
		TOTAL	\$600.00	\$564.00
300	Supplies - Department			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Elections	PREPARED BY Deborah Galeazzi Jeffrey S. Brandt	
		BUDGET NUMBER 000-51117-000	DATE	
	Election day pollworker lunch		100.00	100.00
		TOTAL	\$100.00	\$100.00
310	Supplies - Office		300.00	300.00
		TOTAL	\$300.00	\$300.00
311	Supplies - Postage			
	Absentee Ballots		500.00	500.00
	SVRS Notifications			
		TOTAL	\$500.00	\$500.00
331	Travel Expense - Mileage			
	Delivering ballots to counties		200.00	200.00
		TOTAL	\$200.00	\$200.00
336	Training - Mileage			
	Pollworker training		100.00	100.00
		TOTAL	\$100.00	\$100.00
337	Training - Registrations			
	Pollworker training		100.00	100.00
		TOTAL	\$100.00	\$100.00
513	Insurance - Property			
			70.00	70.00
		TOTAL	\$70.00	\$70.00
804	Capital Outlay - Office Equipment			
	Optic Scan Machines (3)		10000.00	10000.00
		TOTAL	\$10,000.00	\$10,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
EMPLOYEES SAFETY COMM (51-??-118)						
110	Salaries - Straight Time					\$11,512.00
120	Wages - Straight Time	6,400.53	10,640.00	3,857.94	10,640.00	
151	Employer Contrib - Health	241.51	818.00		818.00	1,937.00
152	Employer Contrib - Life	2.17				9.00
153	Employer Contrib - Dental		149.00		149.00	210.00
154	Employer Contrib - Retirement	683.69	1,128.00		1,128.00	1,197.00
155	Employer Contrib - FICA	480.74	814.00		814.00	881.00
157	Employer Contrib - Vision		9.00		9.00	28.00
161	Employer Contrib - Work Comp	219.37	394.00		365.00	395.00
216	Professional Svcs - Management	6,000.00				
300	Supplies - Department		100.00		100.00	100.00
310	Supplies - Office	817.23		32.52	33.00	
311	Supplies - Postage			38.33	50.00	50.00
315	Supplies - Tools & Equip	991.51		2,569.50		
337	Training - Registrations	174.00				
339	Training - Other Expenses		1,000.00		1,000.00	1,000.00
	Total - EMPLOYEES SAFETY COMM (51-??-118)	16,010.75	15,052.00	6,498.29	15,106.00	17,319.00
GENERAL FUND						
ILLEGAL TAX/TAX REFUND (51-??-305)						
250	Pmts to Other Municipal Entity	172.41				
730	Awards/Claim Settlements	3,122.26	48,600.00	4,287.29	48,600.00	3,000.00
	Total - ILLEGAL TAX/TAX REFUND (51-??-305)	3,294.67	48,600.00	4,287.29	48,600.00	3,000.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS			FUND	BUDGET NAME	PREPARED BY
			General Fund	Employees Safety Co	Susan Nett
			FUNCTION	BUDGET NUMBER	DATE
			General Government	000-51118-000	9/25/2008
PROGRAM - BUDGET RESPONSIBILITIES			2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
1. Comply with state and federal safe work place regulations 2. Educate employees on safe work policies, practices, and work environment			1. Regular monthly meetings for three safety committees 2. Revision of Personal Protection Equipment and Emergency Operations and Evacuation policies 3. Annual hearing screenings completed for required employees 4. Safety trainings as appropriate for employees 5. Implementation of an ID badge program for employees and volunteers and visitors 6. CVMIC safety inspections conducted at library, public works facility, city hall, and public safety building.		
2009 PROGRAM - BUDGET FUNDING REQUEST			2009 PROGRAM - BUDGET OBJECTIVES		
For 2010, the city sanitarian/sealer of weights and measures will coordinate the safety program with the public health director. The budget reflects 20% of the sanitarian's time.			1. Continue employee promotion and awareness of safety 2. Continue appropriate training and documentation of training 3. Continue review and revision of policies as needed 4. Fleet Safety program		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
TAXES	\$0.00	\$0.00	..	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Sanitarian	0.20	0.20
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.20	0.20

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME Employees Safety Comm	PREPARED BY Susan Nett
		BUDGET NUMBER 000-51118-000	DATE 9/25/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	Sanitarian	11440.00	11440.00
	TOTAL	\$11,440.00	\$11,440.00
300	Supplies - Department		
	Educational materials	100.00	100.00
	TOTAL	\$100.00	\$100.00
339	Training - Other Expenses		
	Video rentals	1000.00	1000.00
	Safety coordinator updates (Dept. of Commerce, OSHA)		
	TOTAL	\$1,000.00	\$1,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
GENERAL FUND						
POLICE DEPARTMENT (52-??-101)						
110	Salaries - Straight Time	\$1,743,928.21	\$1,816,414.00	\$1,781,446.82	\$1,776,414.00	\$1,932,968.00
120	Wages - Straight Time	236,983.51	261,385.00	247,538.19	261,000.00	265,517.00
121	Wages - Overtime/Doubletime	151,619.76	161,100.00	171,254.32	168,900.00	179,400.00
124	Wages - Holiday	122,668.29	118,531.00	127,514.36	121,855.00	131,256.00
129	Wages - Differential		9,530.00	3,718.30	9,530.00	10,360.00
151	Employer Contrib - Health	461,384.93	401,891.00		386,291.00	469,507.00
152	Employer Contrib - Life	2,021.57	3,063.00		1,529.00	1,579.00
153	Employer Contrib - Dental	32,262.48	30,326.00		29,326.00	35,792.00
154	Employer Contrib - Retirement	438,359.55	476,684.00	20,631.27	468,684.00	489,121.00
155	Employer Contrib - FICA	169,385.86	181,050.00		178,050.00	193,772.00
157	Employer Contrib - Vision	3,558.06	3,981.00		3,841.00	4,151.00
161	Employer Contrib - Work Comp	63,049.31	77,349.00		76,015.00	75,668.00
191	Education Reimbursement	5,680.00	4,000.00	4,000.00	4,000.00	2,000.00
193	Uniform/Clothing Allowance	14,911.71	25,150.00	16,693.05	21,000.00	21,500.00
194	Uniform/Dry Cleaning Allowance	9,150.00	9,300.00	9,148.72	9,600.00	9,900.00
201	Contract Svcs - Janitorial	17,660.55	21,000.00	17,340.00	18,000.00	21,000.00
204	Contract Svcs - Mechanical Sys		6,000.00	2,536.92	4,500.00	4,500.00
206	Contract Svcs - Lawn/Tree Care	240.00	750.00	320.50	700.00	750.00
214	Professional Svcs - Computer		100.00	157.02	300.00	300.00
215	Professional Svcs - Medical	3,884.24	11,100.00	8,253.35	10,000.00	11,100.00
216	Professional Svcs - Management	5,010.91	5,000.00	7,702.78	4,000.00	4,800.00
221	Utility -Telephone Services	18,391.70	17,500.00	18,196.14	17,500.00	18,000.00
223	Utility - Electricity	17,318.11	21,705.00	18,186.61	21,000.00	25,200.00
224	Utility - Heat	12,788.95	33,000.00	14,220.00	15,500.00	17,600.00
225	Utility - Water/Sewer/Hydrant	2,688.75	2,860.00	2,721.36	3,100.00	3,720.00
240	Repair/Maint - Buildings	10,942.82	15,000.00	12,188.58	15,000.00	15,000.00
241	Repair/Maint - Office Equip	330.00	1,000.00	561.98	1,000.00	1,000.00
242	Repair/Maint - Tools and Equip	109.78	5,000.00	2,825.75	5,000.00	5,000.00
243	Repair/Maint - Specialized Equip	3,314.39	1,500.00	2,987.41	3,500.00	3,500.00
244	Repair/Maint - Small Projects		4,000.00	1,586.26	1,500.00	1,500.00
250	Pmts to Other Municipal Entity	916.89	2,500.00		750.00	1,000.00
291	Other Services - Printing	1,839.23	3,600.00	3,227.35	3,600.00	3,600.00
294	Other Services - Vehicle Repair		1,000.00			100.00
295	Other Services - Vehicle/Equip Rental	76,977.36	90,500.00	79,859.90	100,000.00	107,035.00
300	Supplies - Department	10,700.80	14,310.00	13,027.38	14,310.00	14,450.00

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OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
310	Supplies - Office	\$6,838.39	\$10,000.00	\$8,661.99	\$9,500.00	\$10,000.00
311	Supplies - Postage	2,452.68	3,200.00	1,837.46	2,500.00	2,700.00
312	Supplies - Computer	193.71	100.00	191.15	107.00	100.00
313	Supplies - Housekeeping	2,560.52	2,300.00	2,750.97	3,300.00	3,300.00
315	Supplies - Tools & Equip	11,585.59	23,440.00	17,937.03	23,440.00	24,540.00
320	Dues/Memberships/Licenses	954.40	4,583.00	3,712.00	4,583.00	4,583.00
322	Periodicals/Subscriptions	665.11	500.00	578.80	400.00	500.00
331	Travel Expense - Mileage	77.88	100.00	55.81	100.00	100.00
332	Travel Expense - Registrations		100.00	45.00	45.00	
333	Travel Expense - Lodging/Meals	3,792.49	500.00	1,414.15	1,200.00	500.00
334	Travel Expense - Other Expense		100.00	80.00	100.00	100.00
337	Training - Registrations	4,507.82	10,000.00	9,275.00	10,000.00	10,000.00
338	Training - Lodging/Meals	2,747.59	10,000.00	6,475.74	10,000.00	10,000.00
339	Training - Other Expenses	397.50	3,000.00	522.50	1,500.00	1,500.00
381	Motorized Equipment - Fuel			15.00		
513	Insurance - Property	26,800.00	26,800.00	26,800.00	26,800.00	26,800.00
803	Capital Outlay - Motorized Equip	40,029.10	81,000.00	67,397.46	67,000.00	54,000.00
805	Capital Outlay - Other Equipment		6,000.00	23,389.00	24,000.00	6,000.00
821	Capital Projects - Buildings	3,057.00	7,615.00	4,014.30	500.00	
	Total - POLICE DEPARTMENT (52-??-101)	3,744,737.50	4,026,517.00	2,762,997.68	3,940,370.00	4,236,369.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY		
	General Fund	Police Department	Robert Stanke		
	FUNCTION	BUDGET NUMBER	DATE		
	Public Safety	000-52101-000	8/29/2008		
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>				
The Police Department is an agency of men and women committed to enhancing the quality of life in the community. This is accomplished by our service to the public, protection of persons and property, and impartial enforcement of the law. It is our desire to work closely and cooperatively with our citizens to accomplish these objectives. Together we will identify problems and formulate solutions.	In 2008 we introduced the Code Enforcement Program to the community, as well as updating of flooring and maintenance of our building, vehicles training and general audio and visual equipment.				
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2009 PROGRAM - BUDGET OBJECTIVES</u>				
In 2009 we are asking that funds be provided to allow us to ciontinue our efforts at department wide training, continued update of our vehicles, our audio and video needs, and the updating of our surveillance equipment.	Our objectives in 2009 will be to update our investigative capability with the purchase of surveillance equipment. We also intend on becoming more efficient with the continued updating of equipment and training.				
<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	.	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Chief	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Lieutenants	7.00	7.00
LICENSES & PERMITS	\$0.00	\$0.00	Patrol Officers	23.00	23.00
FINES & FORFEITS	\$0.00	\$0.00	Superintendent	0.25	0.25
PUBLIC CHARGES	\$0.00	\$0.00	Support Staff	6.50	6.50
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	37.75	37.75

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Police Department	PREPARED BY Robert Stanke
		BUDGET NUMBER 000-52101-000	DATE 8/29/2008
SUB ACCT #	SUB ACCOUNT DETAIL	DEPT HEAD REQUEST	MAYOR RECOMMEND
110	Salaries - Straight Time		
	Building Superintendent - 13,471	1902635.00	1932968.00
	Educational Incentive - 21,600		
	Step IV Incentive - 4,578		
	Patrol Step V - 1,095,504		
	Patrol Step IV - 34,608		
	Patrol Step III 0		
	Patrol Step II 32,184		
	Patrol Step I 87,831		
	Inv Services - 10,902		
	Adm/Supervisory - 586,530		
	Vest Wear Incentive - 15,427		
	TOTAL	\$1,902,635.00	\$1,932,968.00
120	Wages - Straight Time		
	Complaint Clerks - 169,852	265517.00	265517.00
	Temporary - 16,000		
	Traffic Liaison - 36,045		
	Receptionist - 38,882		
	Sick Leave Payout - 4,738		
	TOTAL	\$265,517.00	\$265,517.00
295	Other Services - Vehicle/Equip Rental		
	Gasoline 45,600	107035.00	107035.00
	Washes 2,500		
	Supplies 2,000		
	General Maintenance 30,700		
	Tires 5,440		
	Change Overs 5,800		
	Registration 375		
	Towing 720		
	Miscellaneous Gasoline 2,500		
	Accident Damage/Non Ins 4,000		
	VehicleCommunication		
	Equipment Maintenance 1,500		
	Baycom/Radio/Tracx		
	VRN issues 2,500		
	Light bar 1,800		
	Update Emergency Lighting		
	on unmarked cars 1,000		
	Center console Fix ups 600		
	TOTAL	\$107,035.00	\$107,035.00
300	Supplies - Department		

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Police Department	PREPARED BY Robert Stanke	
		BUDGET NUMBER 000-52101-000	DATE 8/29/2008	
	Ballistic blocks for bullet trap	1,500	14450.00	14450.00
	Simunition gear	500		
	Citizen Police Academy	250		
	Emergency blankets	750		
	O2 and fire extinguishers	300		
	Crime prevention supplies	1,800		
	Range supplies and ammo	4,500		
	Audio/Visual supplies	3,000		
	Evidence supplies	1,800		
	Citation books	250		
	Intoxilyzer supplies	300		
		TOTAL	\$14,450.00	\$14,450.00
315	Supplies - Tools & Equip			
	Radar Units (2)	3,000	23440.00	24540.00
	Hand recorders	300		
	PBT Unit	80		
	CRT supplies	3,000		
	CRT vests (2)	3,600		
	DAAT supplies	350		
	Taser Program	3,000		
	MDC replacement	3,800		
	Replacement handguns (5)	2,500		
	MDC printer	350		
	Traffic Safety Supplies	500		
	Medical bay/supplies	500		
	Office chair	650		
	Uniform patches	300		
	Dictaphone	400		
	Bike transport racks	400		
	Portable radio batteries	400		
	Miscellaneous supplies	500		
	Holsters	450		
	Dictaphone headsets (4)	300		
		TOTAL	\$23,440.00	\$24,540.00
320	Dues/Memberships/Licenses			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Police Department	PREPARED BY Robert Stanke	
		BUDGET NUMBER 000-52101-000	DATE 8/29/2008	
	Crime Prevention Assoc 170		4583.00	4583.00
	Arson Association 90			
	National Tactical Officer Assoc 175			
	WI FBINA 70			
	WCOP Association 100			
	Rod and Gun Club (CRT) 100			
	Wis Computer Crimes Assoc 80			
	Wis Assoc. for Identification 210			
	Wis SWAT Association 400			
	IACP Conference 300			
	Homicide Investigators Assoc. 150			
	IACP Association 200			
	Northwestern Graduate Dues 50			
	MOCIC Dues 200			
	LETOA Association 100			
	ASA Snipers Association 40			
	Leads on Line: National Pawn			
	Shop data base 2,148			
		TOTAL	\$4,583.00	\$4,583.00
803	Capital Outlay - Motorized Equipment			
	1 squad, 1 unmarked		54000.00	54000.00
		TOTAL	\$54,000.00	\$54,000.00
805	Capital Outlay - Other Equipment			
	Surveillance equipment		6000.00	6000.00
		TOTAL	\$6,000.00	\$6,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
CROSSING GUARD PATROL (52-??-103)						
120	Wages - Straight Time	\$26,416.19	\$31,000.00	\$26,925.61	\$27,000.00	\$31,600.00
155	Employer Contrib - FICA	1,984.09	2,372.00		2,066.00	2,417.00
161	Employer Contrib - Work Comp	905.38	1,118.00		900.00	1,054.00
300	Supplies - Department	774.79	500.00	450.11	500.00	500.00
333	Travel Expense - Lodging/Meals	369.69	650.00	420.04	421.00	550.00
513	Insurance - Property	350.00	350.00	350.00	350.00	350.00
Total - CROSSING GUARD PATROL (52-??-103)		30,800.14	35,990.00	28,145.76	31,237.00	36,471.00
GENERAL FUND						
COMMUNITY SERVICE OFFICER (52-??-106)						
120	Wages - Straight Time	16,536.46	45,000.00	38,143.17	39,176.00	50,650.00
121	Wages - Overtime/Doubletime	67.15	1,000.00	236.83	800.00	1,500.00
124	Wages - Holiday		1,345.00		1,076.00	1,500.00
151	Employer Contrib - Health		15,507.00		11,630.00	16,996.00
153	Employer Contrib - Dental		1,000.00		780.00	1,050.00
154	Employer Contrib - Retirement		5,175.00		4,566.00	6,922.00
155	Employer Contrib - FICA	1,247.08	3,520.00		2,997.00	4,104.00
157	Employer Contrib - Vision		111.00		105.00	140.00
161	Employer Contrib - Work Comp	569.07	1,660.00		1,369.00	1,789.00
162	Employer Contrib - Unemploy Comp	38.66				
193	Uniform/Clothing Allowance		200.00	43.98	200.00	200.00
295	Other Services - Vehicle/Equip Rental	1,449.90	10,000.00	2,704.38	8,000.00	10,000.00
300	Supplies - Department	411.35	1,000.00	1,273.46	1,250.00	1,000.00
513	Insurance - Property	900.00	900.00	900.00	900.00	900.00
Total - COMMUNITY SERVICE OFFICER (52-??-106)		21,219.67	86,418.00	43,301.82	72,849.00	96,751.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
AUXILIARY POLICE (52-??-109)						
120	Wages - Straight Time	\$3,826.29	\$3,000.00	\$3,546.93	\$2,500.00	\$3,060.00
155	Employer Contrib - FICA	287.39	230.00		191.00	234.00
161	Employer Contrib - Work Comp	131.14	109.00		83.00	102.00
215	Professional Svcs - Medical	45.97		50.18	50.00	
243	Repair/Maint - Specialized Equip		100.00		100.00	100.00
300	Supplies - Department	1,801.11	2,000.00	1,285.42	1,800.00	1,800.00
315	Supplies - Tools & Equip			53.99	55.00	
331	Travel Expense - Mileage		250.00		150.00	100.00
332	Travel Expense - Registrations		800.00	500.00	700.00	600.00
513	Insurance - Property	30.00	30.00	30.00	30.00	30.00
Total - AUXILIARY POLICE (52-??-109)		6,121.90	6,519.00	5,466.52	5,659.00	6,026.00
GENERAL FUND						
FIRE DEPARTMENT (52-??-201)						
154	Employer Contrib - Retirement	6,136.58	7,350.00	5,511.87	7,350.00	7,350.00
240	Repair/Maint - Buildings	24,063.38	20,000.00	14,439.13	20,000.00	20,000.00
250	Pmts to Other Municipal Entity	2,666,515.00	2,811,730.00	2,766,340.58	2,799,338.00	2,900,606.00
310	Supplies - Office	928.36				
803	Capital Outlay - Motorized Equip	198,963.93	19,350.00	17,260.79	29,043.00	6,080.00
805	Capital Outlay - Other Equipment	23,073.76	13,300.00	15,866.02	11,428.00	27,210.00
Total - FIRE DEPARTMENT (52-??-201)		2,919,681.01	2,871,730.00	2,819,418.39	2,867,159.00	2,961,246.00

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<p align="center">CITY OF MENASHA</p> <p align="center">2009 PROGRAM REQUEST - OPERATIONS BUDGET</p> <p align="center">PROGRAM COMMENTS</p>	FUND	BUDGET NAME	PREPARED BY
		Fire Department	Len Vander Wyst
	FUNCTION	BUDGET NUMBER	DATE
		000-52201-000	9/1/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
<p>The mission statement for Neenah-Menasha Fire Rescue ("NMFR") is "One Department-Fully Involved". Through our mission statement NMFR will organize and provide a variety of life safety and property preservation services to the public. Our mission is realized by offering high-quality professional service in fire suppression, specialized rescue operations and emergency medical services to the citizens of our communities. Furthermore, the Department takes a proactive role in safety by providing resources for public fire education, fire prevention, fire investigations and hazardous materials mitigation.</p> <p>Training firefighters to a high degree of competence in all components of fire service remains the single most effective way to protect the lives and property within our two communities. Life safety and property preservation are key elements in the quality of life the citizens of our two communities have come to expect. NMFR shall strive to continue in its goal of providing this in a fiscally responsible manner.</p> <p>Finally, the Department will remain committed to providing a fire safe environment within our communities by conducting required fire prevention code inspections for public buildings. A group of motivated firefighters continue to provide a highly developed and successful public education program for people of all ages in our communities. NMFR has taken a very proactive stance and has set goals to make our communities a safe place to live and work.</p>	<p>NMFR's proactive role in public safety encompasses the following: fire company inspections of commercial and industrial properties for loss prevention; underground and aboveground petroleum fuel storage tank code enforcement; fire loss investigation; juvenile fire setter intervention programming; public fire safety education programming; fire suppression; specialized rescue operations; and, pre-hospital emergency medical care. Terrorism and Weapons of Mass Destruction Training and Industrial Safety Exercises/Tours have become common, allowing us to increase our presence in industrial facilities forging a better working relationship with safety coordinators and maintenance personnel. Increased communication and involvement with the Community Development Department with respect to plan review and code compliance has improved tremendously under the Assistant Chief/Fire Marshall. We are also working closer with insurance companies and fire protection organizations to make sure that fire suppression equipment in buildings are maintained and tested according to codes and standards.</p> <p>Neenah-Menasha Fire Rescue responded to 470 calls for assistance involving fire related situations through July 31, 2008. In addition, we have been summoned 829 times to assist in medically related situations. NMFR responded to 2,282 calls for assistance in 2007 with 1,413 of those calls for medical assistance and 869 for fire related situations. Through July 31, 2008, there have been 1,972 fire inspections conducted with a total of 1,935 code violations discovered. In 2007, NMFR conducted 2,960 fire inspections and found 3,471 code violations. Public Education efforts, stressing home and personal fire safety messages, continue to reach the citizens of Neenah and Menasha. Fire Inspectors in the Fox Valley continue to meet on a regular basis to share information and address common code problems. Uniformity between jurisdictions in code interpretation and enforcement is the goal of the group.</p> <p>Following the directive of the Common Council, National Incident Management System (NIMS) compliance for City-employed personnel has been conducted for the third year. The goal of full compliance with FEMA requirements for emergency preparedness and disaster recovery is a reality.</p> <p>Administratively, in 2008 we saw a transition in our Training Department. A new Assistant Chief was hired and has re-evaluated the training and needs of the department. This position is not only responsible for day-to-day training but also the specialized training. Specialized training is conducted not only with our department members but also with employees of both Cities. By enabling us to perform the training in-house this allows both Cities to benefit from employees who are able to handle emergency situations in a quick and efficient manner and also save money by not having to contract with outside vendors.</p> <p>The public education program concerning dorm/apartment fire safety was presented to the entire senior high student population at Neenah, Menasha and St. Mary's Central High Schools. Our program for senior citizens on how to deal with many different emergency situations was presented to many of the senior groups within our communities upon their request. Public education requests continue to increase. We are working hard to accommodate every request and this will create a need for increased funds for public education materials.</p>		

<p align="center">CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS</p>	FUND	BUDGET NAME Fire Department	PREPARED BY Len Vander Wyst
	FUNCTION	BUDGET NUMBER 000-52201-000	DATE 9/1/2008

The City of Menasha has delayed the building of a replacement facility for our Airport Road fire station #36. Due to this delay, we are continuing to see increased response times due to the amount of growth east of Oneida Street. We are currently in discussions with Appleton Fire Department and reviewing the possibility of automatic aid and/or consolidation between the two departments.

We took delivery of the new rescue/pumper in early 2008 and continue our training with this vehicle to ensure familiarity with this vehicle. We were able to stay under budget with this purchase. The sale of the old engine was finalized and we were able to negotiate a price for it that was higher than expected. An open house was held in April 2008 to not only show the new rescue/pumper to the taxpayers but to also continue our fire safety message to people of all ages.

2009 PROGRAM - BUDGET FUNDING REQUEST

2009 PROGRAM - BUDGET OBJECTIVES

NMFR will continue to become more familiar with our growing communities' neighborhoods, streets and buildings. All Fire Officers will remain involved in training for the firefighters they lead. The new Assistant Chief - Training/Emergency Management Officer will continue to focus on all training aspects, including specialty programming for rescue to assist other departments within our two jurisdictions, such as the Public Works employees, Park employees, Water employees, etc. He will also continue to work with the two communities to attain and maintain training for NIMS compliance. New goals will include the expansion of the Department's training program as it pertains to Company Officer and Driver/Engineer positions. The Department will continue its participation with Fox Valley Technical College in providing a learning environment for the Fire Intern Program. Standard Operating Guidelines and Procedures will continue to evolve and be updated.

Neenah-Menasha Fire Rescue personnel shall remain involved in the Regional Rescue Task Force, with the ambition of continuing the training to develop expertise in the areas of structural collapse search and rescue, confined space, trench, and vehicle rescue programs. The regional task force receives funding for the program from the Office of Justice Assistance, with little or no cost to each of our respective communities. This is truly a benefit to our community that requires only a small investment for the return. NMFR's participation in this regional approach to the provision of critical, specialized rescue services is an obligation we cannot afford to ignore. NMFR will commit to training firefighters to be part of this team.

With the anticipation of possible retirements in early 2009, we will need to establish a new firefighter hiring eligibility list in early 2009. We will once again be working with a team of firefighters and Human Resources to hire the most qualified candidates available.

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Fire Department	Len Vander Wyst	
		BUDGET NUMBER	DATE	
		000-52201-000	10/6/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
803	Capital Outlay - Motorized Equipment			
	Staff vehicle - NMFR will pursue purchasing one used, low mileage vehicle.	6080.00	6080.00	
	TOTAL	\$6,080.00	\$6,080.00	
805	Capital Outlay - Other Equipment			
	Driver simulator. Total projected cost \$223,000. This driver simulator has gained preliminary approval through FEMA.	18090.00	18090.00	
	Thermal imaging cameras and mobile data computers.	9120.00	9120.00	
	TOTAL	\$27,210.00	\$27,210.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
BLDING & PLUMB INSPECTOR (52-??-301)						
216	Professional Svcs - Management	\$120,776.83	\$115,000.00	\$131,913.51	\$113,000.00	\$113,832.00
291	Other Services - Printing		250.00		100.00	250.00
300	Supplies - Department	1,756.38	2,400.00	1,336.95	1,255.00	2,510.00
310	Supplies - Office		400.00			
311	Supplies - Postage		200.00			
Total - BLDING & PLUMB INSPECTOR (52-??-301)		122,533.21	118,250.00	133,250.46	114,355.00	116,592.00
GENERAL FUND						
SEALER OF WEIGHTS & MEASURES (52-??-307)						
110	Salaries - Straight Time	10,513.30	10,899.00		10,930.00	11,512.00
151	Employer Contrib - Health	2,073.38	1,800.00		1,767.00	1,937.00
152	Employer Contrib - Life	3.56	9.00		9.00	9.00
153	Employer Contrib - Dental	197.18	178.00		200.00	210.00
154	Employer Contrib - Retirement	1,123.00	1,155.00		1,159.00	1,197.00
155	Employer Contrib - FICA	789.64	834.00		836.00	881.00
157	Employer Contrib - Vision	21.43	29.00		28.00	28.00
161	Employer Contrib - Work Comp	360.33	404.00		375.00	395.00
215	Professional Svcs - Medical	201.50				300.00
243	Repair/Maint - Specialized Equip		175.00		175.00	175.00
300	Supplies - Department	31.67	150.00	28.50	150.00	150.00
310	Supplies - Office			8.33	10.00	10.00
311	Supplies - Postage	11.89	20.00	32.70	35.00	20.00
320	Dues/Memberships/Licenses	20.00	30.00		30.00	30.00
331	Travel Expense - Mileage		100.00		100.00	100.00
332	Travel Expense - Registrations	70.00	80.00		80.00	80.00
333	Travel Expense - Lodging/Meals	7.38	50.00		50.00	50.00
513	Insurance - Property	30.00	30.00	30.00	30.00	30.00
Total - SEALER OF WEIGHTS & MEASURES (52-??-)		15,454.26	15,943.00	99.53	15,964.00	17,114.00

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2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Building & Plumbing Inspector	Greg Keil	
		BUDGET NUMBER	DATE	
		000-52301-000		
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
216	Professional Svcs - Management		120000.00	113832.00
		TOTAL	\$120,000.00	\$113,832.00
291	Other Services - Printing		250.00	250.00
		TOTAL	\$250.00	\$250.00
300	Supplies - Department		2510.00	2510.00
		TOTAL	\$2,510.00	\$2,510.00
310	Supplies - Office		400.00	0.00
		TOTAL	\$400.00	\$0.00
311	Supplies - Postage		200.00	0.00
		TOTAL	\$200.00	\$0.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY									
	General Fund	Sealer of Wghts & Meas	Susan Nett									
	FUNCTION	BUDGET NUMBER	DATE									
	Public Safety	000-52307-000	9/25/2008									
PROGRAM - BUDGET RESPONSIBILITIES		2008 PROGRAM - BUDGET ACCOMPLISHMENTS										
City Sealer monitors the accuracy of gas pumps, scanners, and different types of scales, measuring and timing devices being used in business establishments in Menasha.		1. All licensed weights and measures devices in the city inspected and corrections ordered as appropriate. 2. President of the Wisconsin Weights and Measures Association.										
2009 PROGRAM - BUDGET FUNDING REQUEST		2009 PROGRAM - BUDGET OBJECTIVES										
The sanitarian/sealer works 20% of a full-time position performing sealer duties. The fees charged to the establishments pay for this program 100%.		All weights and measures devices utilized in the City will be accurate for the protection of the consumers.										
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	<table border="1"> <tr> <td>POSITION TITLE</td> <td>2008 # OF FTE'S</td> <td>2009 # OF FTE'S</td> </tr> <tr> <td>Sanitarian/Sealer</td> <td>0.20</td> <td>0.20</td> </tr> <tr> <td>TOTAL</td> <td>0.20</td> <td>0.20</td> </tr> </table>	POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S	Sanitarian/Sealer	0.20	0.20	TOTAL	0.20	0.20
POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S										
Sanitarian/Sealer	0.20	0.20										
TOTAL	0.20	0.20										
TAXES	\$0.00	\$0.00										
SPECIAL ASSESSMENTS	\$0.00	\$0.00										
INTERGOV REVENUE	\$0.00	\$0.00										
LICENSES & PERMITS	\$0.00	\$0.00										
FINES & FORFEITS	\$0.00	\$0.00										
PUBLIC CHARGES	\$0.00	\$0.00										
MISCELLANEOUS	\$0.00	\$0.00										
TOTAL	\$0.00	\$0.00										

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Sealer of Wghts & Meas	Susan Nett	
		BUDGET NUMBER	DATE	
		000-52307-000	9/25/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time			
	City Sealer (390 hrs.)	11440.00		11440.00
	TOTAL	\$11,440.00		\$11,440.00
215	Professional Svcs - Medical			
	Calibration of weights (required by the state)	300.00		300.00
	TOTAL	\$300.00		\$300.00
300	Supplies - Department			
	Expenses for sampling items as required by DATCP	150.00		150.00
	TOTAL	\$150.00		\$150.00
332	Travel Expense - Registrations			
	Annual State Meeting and Training Session	80.00		80.00
	TOTAL	\$80.00		\$80.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
JAIL/PRISONER MEAL CHARGE (52-??-602)						
250	<i>Pmts to Other Municipal Entity</i>	<u>\$3,036.00</u>	<u>\$2,000.00</u>	<u>\$8,118.00</u>	<u>\$7,500.00</u>	<u>\$8,000.00</u>
	Total - JAIL/PRISONER MEAL CHARGE (52-??-602)	3,036.00	2,000.00	8,118.00	7,500.00	8,000.00
 GENERAL FUND						
EMERGENCY GOVERNMENT (52-??-701)						
221	<i>Utility -Telephone Services</i>	<u>1,088.38</u>	<u>800.00</u>	<u>752.46</u>	<u>750.00</u>	<u>800.00</u>
241	<i>Repair/Maint - Office Equip</i>		<u>100.00</u>			<u>100.00</u>
300	<i>Supplies - Department</i>		<u>200.00</u>			<u>200.00</u>
310	<i>Supplies - Office</i>		<u>100.00</u>			<u>100.00</u>
	Total - EMERGENCY GOVERNMENT (52-??-701)	1,088.38	1,200.00	752.46	750.00	1,200.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
HEALTH DEPARTMENT (53-??-102)						
110	Salaries - Straight Time	\$151,523.98	\$172,658.00	\$150,231.12	\$141,075.00	\$178,603.00
120	Wages - Straight Time	98,725.87	108,503.00	127,734.87	119,575.00	108,169.00
121	Wages - Overtime/Doubletime	153.36		318.76		
151	Employer Contrib - Health	52,996.04	56,828.00		52,403.00	77,349.00
152	Employer Contrib - Life	621.07	681.00		603.00	537.00
153	Employer Contrib - Dental	4,081.78	4,554.00		4,287.00	4,580.00
154	Employer Contrib - Retirement	26,747.41	29,663.00		27,629.00	29,824.00
155	Employer Contrib - FICA	18,807.54	21,409.00		19,940.00	21,938.00
157	Employer Contrib - Vision	420.50	615.00		398.00	496.00
161	Employer Contrib - Work Comp	7,553.12	9,161.00		8,932.00	9,828.00
214	Professional Svcs - Computer	1,350.00	1,350.00	1,970.00	2,645.00	1,350.00
215	Professional Svcs - Medical	16,993.06	4,540.00	7,975.84	8,000.00	6,000.00
216	Professional Svcs - Management	15.00				
221	Utility -Telephone Services	879.72	875.00	5,239.85	5,049.00	985.00
223	Utility - Electricity	1,885.87	2,100.00	1,416.23	1,450.00	1,575.00
224	Utility - Heat	2,307.72	3,400.00	1,357.81	2,300.00	2,250.00
225	Utility - Water/Sewer/Hydrant	482.94	650.00	436.40	475.00	500.00
240	Repair/Maint - Buildings	1,836.03	2,625.00	2,209.09	2,371.00	250.00
241	Repair/Maint - Office Equip	671.63	800.00	239.45	400.00	500.00
243	Repair/Maint - Specialized Equip	226.25	300.00	160.00	300.00	300.00
291	Other Services - Printing	150.75	500.00	283.23	400.00	400.00
295	Other Services - Vehicle/Equip Rental	6,690.60	8,425.00	4,293.90	8,425.00	8,713.00
296	Other Services - Building Rental		25,105.00	28,240.60	28,241.00	35,733.00
300	Supplies - Department	781.18	1,100.00	(104.43)	1,100.00	1,100.00
310	Supplies - Office	557.35	500.00	554.04	500.00	500.00
311	Supplies - Postage	1,334.30	1,300.00	1,146.16	1,350.00	1,500.00
313	Supplies - Housekeeping	523.44	450.00	488.89	700.00	700.00
315	Supplies - Tools & Equip			24.90	25.00	
320	Dues/Memberships/Licenses	507.00	880.00	955.00	880.00	532.00
331	Travel Expense - Mileage	816.39	700.00	1,136.70	900.00	900.00
332	Travel Expense - Registrations	20.00	90.00	14.00	90.00	140.00
333	Travel Expense - Lodging/Meals		25.00		25.00	25.00
334	Travel Expense - Other Expense			2.25	3.00	
336	Training - Mileage	19.40		60.95	65.00	
337	Training - Registrations	47.00	500.00	171.11	500.00	500.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Health Department	Susan Nett
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Serv	000-53102-000	9/26/2008
PROGRAM - BUDGET RESPONSIBILITIES		2008 PROGRAM - BUDGET ACCOMPLISHMENTS	
1. Communicable disease control 2. Public health nursing services for residents of all ages 3. Health promotion and prevention activities 4. School health services 5. Referral of individuals with health and social needs to appropriate local and state resources 6. Monitor community health needs and provide appropriate services to meet those needs		1. Continued evaluation and update of emergency preparedness planning 2. Continued evaluation and update of department policies and procedures 3. Continued surveillance for WNV 4. Continued pertussis and mumps outbreak control 5. Implementation of new data collection software program 6. Orientation of three new public health nurses 7. Relocation of department to a new site with very limited interruption in service	
2009 PROGRAM - BUDGET FUNDING REQUEST		2009 PROGRAM - BUDGET OBJECTIVES	
		1. Continued emergency preparedness planning 2. Continued pertussis and mumps (and any other Category I communicable disease) outbreak control 3. Maintain current health department service level despite increased demands for services 4. Continued orientation of two new public health nurses	

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Dental Hygienist	0.32	0.32
Deputy Health Officer	0.20	0.20
Hispanic Interpreter	0.08	0.08
PH Director	1.00	1.00
PHN I	2.55	2.55
PHN II	0.00	0.00
Public Health Aide	1.00	1.00
Vision/Hearing Screener (0.11	0.11
TOTAL	5.26	5.26

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Health Department	PREPARED BY Susan Neft
		BUDGET NUMBER 000-53102-000	DATE 9/26/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	Deputy Health Officer (20% of FT) \$11440	11440.00	11440.00
	PHN \$51775	44480.00	51775.00
	PHN (60% of FT) \$32280	32280.00	32280.00
	Public Health Director \$82100	82100.00	82100.00
	TOTAL	\$170,300.00	\$177,595.00
120	Wages - Straight Time		
	RDH (631 hrs) \$17454	17454.00	17454.00
	PHN (1170 hrs) \$32081	41415.00	32081.00
	PHN (675 hrs) \$17928	17928.00	17928.00
	Public Health Aide \$36075	36075.00	36075.00
	2---Vision/hearing Screeners (100 hrs each @ \$8.13/hr) \$1626	1626.00	1626.00
	Hispanic Interpreter (Limited PT) 156 hrs---\$2585	2585.00	2585.00
	TOTAL	\$117,083.00	\$107,749.00
214	Professional Svcs - Computer		
	Fiber Optics monthly charge (\$112.50/mo)	1350.00	1350.00
	TOTAL	\$1,350.00	\$1,350.00
215	Professional Svcs - Medical		
	Interpreter (Hmong and other) \$3960	3960.00	3960.00
	Infectious Waste (quarterly pickup) \$60/pickup \$240	240.00	240.00
	Medical Advisor \$1800	1800.00	1800.00
	TOTAL	\$6,000.00	\$6,000.00
240	Repair/Maint - Buildings		
	Fire Extinguisher Maintenance \$75	75.00	75.00
	Normal Maintenance \$175	175.00	175.00
	TOTAL	\$250.00	\$250.00
241	Repair/Maint - Office Equipment		
	Copier Maintenance \$350	350.00	350.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Health Department	PREPARED BY Susan Nett	
		BUDGET NUMBER 000-53102-000	DATE 9/26/2008	
	Fax Machine/Typewriter \$150		150.00	150.00
		TOTAL	\$500.00	\$500.00
243	Repair/Maint - Specialized Equipment			
	Audiometer Calibration (2)		300.00	300.00
	Otoscope repair			
		TOTAL	\$300.00	\$300.00
300	Supplies - Department			
	Immunization Clinic (syringes etc)		1100.00	1100.00
	Medical Supplies and references			
	Emergency Medications			
		TOTAL	\$1,100.00	\$1,100.00
313	Supplies - Housekeeping			
	Cleaning supplies		700.00	700.00
		TOTAL	\$700.00	\$700.00
320	Dues/Memberships/Licenses			
	National Association of Cities/Counties Health Officers \$55		55.00	55.00
	WI Public Health Association \$100		100.00	100.00
	WALHDAB \$300		300.00	300.00
	RDH license renewal \$57		57.00	57.00
	Healthy Infants and Child Alliance \$20		20.00	20.00
		TOTAL	\$532.00	\$532.00
332	Travel Expense - Registrations			
	Public Health Administrators Mtgs.		140.00	140.00
		TOTAL	\$140.00	\$140.00
337	Training - Registrations			
	Staff inservices		500.00	500.00
		TOTAL	\$500.00	\$500.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
338	Training - Lodging/Meals		\$100.00	\$5.26	\$150.00	\$150.00
513	Insurance - Property	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
	Total - HEALTH DEPARTMENT (53-??-102)	400,826.30	461,487.00	337,661.98	442,286.00	497,027.00

GENERAL FUND

ENVIRONMENTAL HEALTH (53-??-103)

110	Salaries - Straight Time	31,539.90	32,697.00	55,082.88	32,790.00	23,024.00
151	Employer Contrib - Health	6,220.14	5,399.00		5,301.00	3,873.00
152	Employer Contrib - Life	53.51			27.00	18.00
153	Employer Contrib - Dental	591.55	532.00		600.00	420.00
154	Employer Contrib - Retirement	3,369.01	3,466.00		3,496.00	2,394.00
155	Employer Contrib - FICA	2,368.93	2,501.00		2,508.00	1,761.00
157	Employer Contrib - Vision	64.30	88.00		84.00	56.00
161	Employer Contrib - Work Comp	1,080.99	1,213.00		1,124.00	789.00
215	Professional Svcs - Medical	72.75	625.00	67.50	625.00	625.00
221	Utility -Telephone Services	267.95	480.00	219.59	240.00	240.00
291	Other Services - Printing		50.00			
295	Other Services - Vehicle/Equip Rental	7,886.01	7,706.00	3,602.52	7,706.00	7,970.00
300	Supplies - Department	10.12	3,360.00		175.00	175.00
310	Supplies - Office	25.96	25.00	28.26	25.00	25.00
311	Supplies - Postage	280.64	300.00	120.53	300.00	300.00
320	Dues/Memberships/Licenses	250.00	320.00	243.00	320.00	373.00
331	Travel Expense - Mileage	24.51	175.00		100.00	100.00
332	Travel Expense - Registrations		100.00		100.00	100.00
333	Travel Expense - Lodging/Meals	(24.97)	105.00		105.00	105.00
337	Training - Registrations	325.00	300.00	360.00	325.00	350.00
513	Insurance - Property	90.00	90.00	90.00	90.00	90.00
	Total - ENVIRONMENTAL HEALTH (53-??-103)	54,496.30	59,532.00	59,814.28	56,041.00	42,788.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Environmental Health	Susan Nett
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Serv	000-53103-000	9/25/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
1. Inspection and licensing of all retail food, eating, and drinking establishments, swimming pools, and tattoo parlors in the city 2. Inspection and licensing of mobile home parks 3. Inspection/follow-up on potential state and local code violations received by citizen/other complaint 4. Provide education on safe food handling 5. Follow-up on environmental health hazards 6. Follow-up of animal bite victims 7. Asbestos Inspections per contractual arrangement with DNR	1. Continued licensing and inspection of all retail food, eating, and drinking establishments, tatto and body piercing establishments, and swimming pools in the city. 2. Continuation of contractual agreement with the DNR to do asbestos inspections. 3. Continued implementation of new Wisconsin Food Code. 4. Continued implementation of a computerized inspection report system 5. Continued follow-up of nuisance/health hazard complaints 6. Continuation of a radon education program for residents 7. Educational presentations on safe food handling for food service employees 8. Maintenance of lead risk assessor certification 9. Maintenance of asbestos supervisor/inspector certification 10. Presenter at state asbestos conference		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
For 2010, the sanitarian will work 40% of a fulltime position doing environmental health inspections.	1. Maintenance of a healthy and aesthetic environment for City residents 2. Maintain asbestos supervisor/inspector certification 3. Continue lead risk assessments for CDBG program 4. Continue educational presentations on safe food handling		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE
TAXES	\$0.00	\$0.00	Sanitarian/sealer
SPECIAL ASSESSMENTS	\$0.00	\$0.00	
INTERGOV REVENUE	\$0.00	\$0.00	
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	
			2008 # OF FTE'S
			0.40
			2009 # OF FTE'S
			0.40
			TOTAL
			0.40
			0.40

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Environmental Health	PREPARED BY Susan Nett	
		BUDGET NUMBER 000-53103-000	DATE 9/25/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time			
	Sanitarian (40% of FT)	22880.00	22880.00	
	TOTAL	\$22,880.00	\$22,880.00	
215	Professional Svcs - Medical			
	Lab services	125.00	125.00	
	(Environmental and food samples)			
	Interpreter Services	500.00	500.00	
	(10 hours at \$50/hr)			
	TOTAL	\$625.00	\$625.00	
300	Supplies - Department			
	Sanitizer test strips, pool test kit, etc.	175.00	175.00	
	TOTAL	\$175.00	\$175.00	
320	Dues/Memberships/Licenses			
	RS license renewal	53.00	53.00	
	Asbestos Supervisor certification	150.00	150.00	
	Asbestos Inspector Certification	150.00	150.00	
	WEHA membership	20.00	20.00	
	TOTAL	\$373.00	\$373.00	
332	Travel Expense - Registrations			
	Regional Environmental Health meetings	100.00	100.00	
	TOTAL	\$100.00	\$100.00	
337	Training - Registrations			
	Asbestos Inspector required training	350.00	350.00	
	TOTAL	\$350.00	\$350.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
HEALTH SCREEN/60+ (53-??-104)						
110	Salaries - Straight Time	\$13,685.51	\$14,534.00		\$14,812.00	\$15,165.00
120	Wages - Straight Time	1,080.20	917.00	247.69	421.00	
151	Employer Contrib - Health	4,677.42	4,423.00		4,497.00	4,759.00
152	Employer Contrib - Life	5.00			10.00	10.00
153	Employer Contrib - Dental	276.06	249.00		290.00	294.00
154	Employer Contrib - Retirement	1,577.23	1,638.00		1,615.00	1,577.00
155	Employer Contrib - FICA	1,109.04	1,182.00		1,165.00	1,160.00
157	Employer Contrib - Vision	14.99	16.00		15.00	15.00
161	Employer Contrib - Work Comp	506.07	573.00		522.00	520.00
243	Repair/Maint - Specialized Equip		50.00		50.00	50.00
291	Other Services - Printing		50.00			
300	Supplies - Department	539.01	250.00	265.55	250.00	250.00
310	Supplies - Office		25.00		25.00	25.00
311	Supplies - Postage	48.80	50.00	40.54	50.00	50.00
315	Supplies - Tools & Equip	324.00				
320	Dues/Memberships/Licenses		75.00	75.00	75.00	
331	Travel Expense - Mileage	19.02	15.00	36.08	50.00	25.00
332	Travel Expense - Registrations		25.00		25.00	25.00
513	Insurance - Property	90.00	90.00	90.00	90.00	90.00
Total - HEALTH SCREEN/60+ (53-??-104)		23,952.35	24,162.00	754.86	23,962.00	24,015.00
GENERAL FUND						
PREVENTION PROGRAM (53-??-105)						
120	Wages - Straight Time	4,079.10	5,019.00	3,130.04	3,710.00	4,936.00
154	Employer Contrib - Retirement	435.72			393.00	
155	Employer Contrib - FICA	306.38			284.00	
161	Employer Contrib - Work Comp	139.81			127.00	
300	Supplies - Department		73.00		73.00	
331	Travel Expense - Mileage	5.33		32.70	100.00	
333	Travel Expense - Lodging/Meals			9.00		
Total - PREVENTION PROGRAM (53-??-105)		4,966.34	5,092.00	3,171.74	4,687.00	4,936.00

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<p align="center">CITY OF MENASHA</p> <p align="center">2009 PROGRAM REQUEST - OPERATIONS BUDGET</p> <p align="center">PROGRAM COMMENTS</p>			FUND	BUDGET NAME	PREPARED BY
			General Fund	Health Screen/60+	Susan Nett
			FUNCTION	BUDGET NUMBER	DATE
			Health and Human Serv	000-53104-000	9/30/2008
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>			<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>		
Selected health screenings*, health education activities for groups, and health counseling and consultation for older adults *Blood pressure, anemia, colorectal, skin cancer, etc.			1. Offered a wide variety of health screenings to the older adult population 2. Continued with the early morning walking program at MHS for adults 3. Continued one-on-one health consultations to older adults at the Senior Center and the elderly housing complexes. 4. Continued to offer a chair exercise program that can be adapted to the home setting 5. PHN available one day per month at the senior center for individual health counseling 6. Implemented a Healthy Steps to Healthy Aging program		
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>			<u>2009 PROGRAM - BUDGET OBJECTIVES</u>		
Funding provided by donations and Winnebago County Committee on Aging. Title III-B funding for 2008 \$23551			1. Continue to offer a wide variety of health screenings to older adults 2. Continue one-on-one health consultations to older adults at the Senior Center and the elderly housing complex 3. Continue the early morning walking program at MHS for interested adults 4. Continue to have PHN available one day per month at the Senior Center to answer health related questions for visitors to the Center 5. Continue to offer chair exercise program and Healthy Steps to Healthy Aging program 6. Assess the need for a "Falls Prevention Program"		
<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	PHN	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Screening Coordinator	0.28	0.28
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.28	0.28

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME Health Screen/60+	PREPARED BY Susan Nett
		BUDGET NUMBER 000-53104-000	DATE 9/30/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	PHN (28% of FT)	15064.00	15064.00
	TOTAL	\$15,064.00	\$15,064.00
300	Supplies - Department		
	Screening supplies	250.00	250.00
	TOTAL	\$250.00	\$250.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
RADON GRANT (53-??-106)						
120	Wages - Straight Time	\$88.97	\$1,034.00	\$25.60	\$102.00	\$3,500.00
151	Employer Contrib - Health	3.36				
152	Employer Contrib - Life	0.03				
154	Employer Contrib - Retirement	9.50	54.00		11.00	
155	Employer Contrib - FICA	6.68	39.00		8.00	
161	Employer Contrib - Work Comp	3.05	19.00		3.00	
337	Training - Registrations	50.00			100.00	
Total - RADON GRANT (53-??-106)		161.59	1,146.00	25.60	224.00	3,500.00
GENERAL FUND						
SCHOOL HEALTH AIDES (53-??-107)						
120	Wages - Straight Time	22,799.37	24,608.00	23,333.08	24,300.00	25,596.00
155	Employer Contrib - FICA	1,712.44	1,883.00		1,859.00	1,960.00
161	Employer Contrib - Work Comp	781.42	913.00		833.00	876.00
Total - SCHOOL HEALTH AIDES (53-??-107)		25,293.23	27,404.00	23,333.08	26,992.00	28,432.00
GENERAL FUND						
DENTAL SEALANT PROGRAM (53-??-108)						
120	Wages - Straight Time	8,024.54	11,913.00	12,604.02	10,339.00	7,650.00
154	Employer Contrib - Retirement	857.16			1,036.00	
155	Employer Contrib - FICA	602.72			791.00	
161	Employer Contrib - Work Comp	275.03			354.00	
300	Supplies - Department	531.83		1,139.30	1,500.00	
310	Supplies - Office	26.95				
311	Supplies - Postage			62.32	100.00	
Total - DENTAL SEALANT PROGRAM (53-??-108)		10,318.23	11,913.00	13,805.64	14,120.00	7,650.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY		
	General Fund	School Health Aides	Susan Nett		
	FUNCTION	BUDGET NUMBER	DATE		
	Health and Human Serv	000-53107-000	9/26/2008		
PROGRAM - BUDGET RESPONSIBILITIES		2008 PROGRAM - BUDGET ACCOMPLISHMENTS			
School Health Aides work in the schools during the lunch hour distributing medications and providing other health related services.		4 school health aides work in the 3 largest elementary buildings and at the middle school.			
2009 PROGRAM - BUDGET FUNDING REQUEST		2009 PROGRAM - BUDGET OBJECTIVES			
The Menasha School District pays 100% of the cost.		Maintain the program as requested by the school district			
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
TAXES	\$0.00	\$0.00	School Health Aide (4)	1.11	1.11
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.11	1.11

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME School Health Aides	PREPARED BY Susan Nett
		BUDGET NUMBER 000-53107-000	DATE 9/26/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
120	Wages - Straight Time		
	School Health Aide (4 @ 540 hrs/\$6399 annually)	25596.00	25596.00
	TOTAL	\$25,596.00	\$25,596.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Dental Sealant Program	PREPARED BY Susan Nett	
		BUDGET NUMBER 000-53108-000	DATE	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
120	Wages - Straight Time			
	Dental Hygienist	7650.00		7650.00
	TOTAL	\$7,650.00		\$7,650.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
LEAD PREVENTION GRANT (53-??-112)						
120	Wages - Straight Time	\$2,777.15	\$3,057.00	\$2,593.69	\$2,499.00	
154	Employer Contrib - Retirement	296.65			265.00	
155	Employer Contrib - FICA	208.59			191.00	
161	Employer Contrib - Work Comp	95.18			86.00	
300	Supplies - Department		185.00		185.00	
311	Supplies - Postage			16.12		
Total - LEAD PREVENTION GRANT (53-??-112)		3,377.57	3,242.00	2,609.81	3,226.00	
GENERAL FUND						
IMMUNIZATION GRANT (53-??-113)						
110	Salaries - Straight Time	2,932.61				
120	Wages - Straight Time	2,774.56	8,233.00	3,855.14	3,500.00	8,233.00
121	Wages - Overtime/Doubletime	189.93		219.46	250.00	
151	Employer Contrib - Health	1,098.26				
152	Employer Contrib - Life	2.00				
153	Employer Contrib - Dental	59.16				
154	Employer Contrib - Retirement	629.91			398.00	
155	Employer Contrib - FICA	442.93			287.00	
157	Employer Contrib - Vision	3.21				
161	Employer Contrib - Work Comp	202.12			129.00	
300	Supplies - Department	10.50		23.26	100.00	
310	Supplies - Office		173.00			
311	Supplies - Postage			297.25	500.00	
336	Training - Mileage	37.83		71.61		
337	Training - Registrations	20.00		25.00	25.00	
339	Training - Other Expenses			1.65		
Total - IMMUNIZATION GRANT (53-??-113)		8,403.02	8,406.00	4,493.37	5,189.00	8,233.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
MATERNAL CHILD HEALTH (53-??-114)						
120	Wages - Straight Time	\$3,573.73	\$5,144.00	\$3,127.07	\$4,084.00	\$4,987.00
121	Wages - Overtime/Doubletime	19.37				
154	Employer Contrib - Retirement	383.81			433.00	
155	Employer Contrib - FICA	269.87			312.00	
161	Employer Contrib - Work Comp	123.15			140.00	
300	Supplies - Department	42.00	318.00			
320	Dues/Memberships/Licenses	40.00		37.50	40.00	
331	Travel Expense - Mileage	223.99		114.36	100.00	
338	Training - Lodging/Meals			154.62	124.00	
	Total - MATERNAL CHILD HEALTH (53-??-114)	4,675.92	5,462.00	3,433.55	5,233.00	4,987.00
GENERAL FUND						
ANIMAL IMPOUNDMENT (53-??-115)						
250	Pmts to Other Municipal Entity	16,086.96	15,000.00	17,054.77	17,000.00	17,000.00
	Total - ANIMAL IMPOUNDMENT (53-??-115)	16,086.96	15,000.00	17,054.77	17,000.00	17,000.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Maternal Child Health	PREPARED BY Susan Nett
		BUDGET NUMBER 000-53114-000	DATE
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	PHN	4987.00	4987.00
	TOTAL	\$4,987.00	\$4,987.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
BIO-TERRORISM (53-??-118)						
110	Salaries - Straight Time	\$2,932.61			\$5,618.00	
120	Wages - Straight Time	19,814.01	26,258.00	24,525.27	27,083.00	26,756.00
121	Wages - Overtime/Doubletime			20.04		
151	Employer Contrib - Health	1,741.20			1,706.00	
152	Employer Contrib - Life	7.70				
153	Employer Contrib - Dental	59.16			110.00	
154	Employer Contrib - Retirement	2,429.73			3,466.00	
155	Employer Contrib - FICA	1,708.48			2,502.00	
157	Employer Contrib - Vision	3.21			6.00	
161	Employer Contrib - Work Comp	779.61			2,502.00	
204	Contract Svcs - Mechanical Sys			2,659.83	2,660.00	
214	Professional Svcs - Computer			3,520.00		
241	Repair/Maint - Office Equip			1,326.00	1,326.00	
244	Repair/Maint - Small Projects			58.54		
300	Supplies - Department	366.47	26,216.00	482.75	33.00	
310	Supplies - Office	12.18				
311	Supplies - Postage			26.22	10.00	
315	Supplies - Tools & Equip			9,195.50	9,500.00	
331	Travel Expense - Mileage	27.06		86.53	100.00	
333	Travel Expense - Lodging/Meals			3.71	5.00	
336	Training - Mileage	75.11		8.08	25.00	
337	Training - Registrations	464.00				
338	Training - Lodging/Meals	33.08			25.00	
339	Training - Other Expenses	2.00				
821	Capital Projects - Buildings			5,155.27		
Total - BIO-TERRORISM (53-??-118)		30,455.61	52,474.00	47,067.74	56,677.00	26,756.00
GENERAL FUND						
TWENTY-FOUR/SEVEN COVERAGE (53-??-119)						
221	Utility -Telephone Services	669.73		432.18	700.00	
315	Supplies - Tools & Equip		48,589.00		44,095.00	
Total - TWENTY-FOUR/SEVEN COVERAGE (53-??-119)		669.73	48,589.00	432.18	44,795.00	

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
SENIOR CENTER (53-??-212)						
110	Salaries - Straight Time	\$61,241.33	\$64,541.00	\$65,558.38	\$65,470.00	\$68,795.00
120	Wages - Straight Time			9.30		
151	Employer Contrib - Health	21,415.51	20,133.00		20,132.00	22,066.00
152	Employer Contrib - Life	265.36	273.00		290.00	300.00
153	Employer Contrib - Dental	1,971.84	1,887.00		2,000.00	2,100.00
154	Employer Contrib - Retirement	6,541.64	6,841.00		6,940.00	7,154.00
155	Employer Contrib - FICA	4,599.78	4,937.00		5,008.00	5,263.00
157	Employer Contrib - Vision	248.52	258.00		212.00	212.00
161	Employer Contrib - Work Comp	188.45	2,394.00		2,244.00	2,358.00
205	Contract Svcs - Entertainment	104.86	300.00		300.00	300.00
207	Contract Svcs - Pest Control	309.00	325.00	312.00	312.00	325.00
214	Professional Svcs - Computer	47.95				
216	Professional Svcs - Management			15.00	15.00	
221	Utility -Telephone Services	443.76	575.00	423.69	500.00	585.00
223	Utility - Electricity	3,555.34	4,000.00	3,504.00	3,800.00	4,000.00
224	Utility - Heat	2,276.41	3,000.00	2,702.30	3,000.00	3,600.00
225	Utility - Water/Sewer/Hydrant	766.56	900.00	916.76	800.00	825.00
240	Repair/Maint - Buildings	3,025.99	3,100.00	3,066.96	3,100.00	3,180.00
241	Repair/Maint - Office Equip	791.13	900.00	856.46	900.00	1,150.00
243	Repair/Maint - Specialized Equip	229.08				
291	Other Services - Printing	152.30	200.00	146.96	200.00	200.00
295	Other Services - Vehicle/Equip Rental	339.91		163.31	164.00	167.00
300	Supplies - Department	682.69	700.00	286.31	700.00	700.00
310	Supplies - Office	564.65	1,120.00	1,121.59	970.00	970.00
311	Supplies - Postage	1,170.59	1,400.00	1,153.38	1,300.00	1,300.00
313	Supplies - Housekeeping	1,347.50	1,275.00	988.49	1,489.00	1,495.00
315	Supplies - Tools & Equip		7,500.00	7,600.89	7,536.00	
320	Dues/Memberships/Licenses	125.00	100.00	100.00	100.00	105.00
322	Periodicals/Subscriptions	59.90	82.00		82.00	82.00
331	Travel Expense - Mileage	673.09	500.00	454.20	550.00	600.00
332	Travel Expense - Registrations	255.00	275.00	230.00	275.00	375.00
333	Travel Expense - Lodging/Meals	124.00		140.00	140.00	
336	Training - Mileage			69.62	14.00	
337	Training - Registrations	8.00	10.00	125.00	125.00	75.00
338	Training - Lodging/Meals		250.00		250.00	150.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Senior Center	Susan Nett Sylvia Bull
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Serv	000-53212-000	9/30/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
To maintain a center where senior citizens, anyone 55 years and older, may engage in social, educational, and recreational activities; and where individuals may receive or be directed to counseling services and information on available health, housing, financial, and other personal services. To attract through publicity and personal contact, all senior citizens to increase awareness of the activities and services offered at the Senior Center.	1. Continued to offer computer classes for older adults 2. Continued an early morning walking program at MHS for adults in the community 3. Continued a collaborative partnership with community groups for sponsorship of programs, parties, and off-site programs. 4. Initiated Healthy Steps to Healthy Living program 5. Collaborated with Advocap Mealsite program to provide activities for mealsite participants 6. Continued to provide information and referral for available community services for senior citizens		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
County funding under Federal Older Americans Act Title III-B Supervisor's position--\$15820 Activity Coordinator position--\$9921	1. Continue to promote activities that increase physical activity 2. Continue to promote the senior center as a social and educational site for all older adults 55 and over 3. Complete the process for becoming a state accredited senior center 4. Continue information and referral services for senior citizens		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE
TAXES	\$0.00	\$0.00	Activity Coordinator
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Supervisor
INTERGOV REVENUE	\$0.00	\$0.00	
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	2008 # OF FTE'S
			2009 # OF FTE'S
			TOTAL
			2.00
			2.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Senior Center	PREPARED BY Susan Nett Sylvia Bull	
		BUDGET NUMBER 000-53212-000	DATE 9/30/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time			
	Activity Coordinator (FT)	25075.00		25075.00
	Senior Center Supervisor	43000.00		43000.00
	TOTAL	\$68,075.00		\$68,075.00
205	Contract Svcs - Entertainment			
	Equipment Repair (Bingo Machine, Popcorn Machine, etc)--\$300	300.00		300.00
	TOTAL	\$300.00		\$300.00
207	Contract Svcs - Pest Control			
	3X per year	325.00		325.00
	TOTAL	\$325.00		\$325.00
240	Repair/Maint - Buildings			
	HVAC-ACC Service Agreement and maintenance/repairs--\$1,680	3180.00		3180.00
	Normal Maintenance(Electrical, plumbing etc.)--\$1,500			
	TOTAL	\$3,180.00		\$3,180.00
241	Repair/Maint - Office Equipment			
	Copier Maintenance Agreement - \$1050	1150.00		1150.00
	Fax Machine - \$100			
	TOTAL	\$1,150.00		\$1,150.00
291	Other Services - Printing			
	Letterhead, envelopes - 200	200.00		200.00
	TOTAL	\$200.00		\$200.00
300	Supplies - Department			
	Disposable supplies for parties etc.--\$700	700.00		700.00
	TOTAL	\$700.00		\$700.00
310	Supplies - Office			
	Paper, pens etc. \$250	970.00		970.00
	Newsletter supplies \$720			
	TOTAL	\$970.00		\$970.00
313	Supplies - Housekeeping			
	Supplies (\$1400)	1495.00		1495.00
	Dust Mops--\$95			
	TOTAL	\$1,495.00		\$1,495.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Senior Center	Susan Nett Sylvia Bull	
		BUDGET NUMBER	DATE	
		000-53212-000	9/30/2008	
320	Dues/Memberships/Licenses			
	CWAG--\$20		105.00	105.00
	WASC Essay Contest--\$20			
	Wl. Assn of Senior Centers--\$65			
		TOTAL	\$105.00	\$105.00
322	Periodicals/Subscriptions			
	Activity Coordinators Publication - 30		82.00	82.00
	Post Crescent - 52			
		TOTAL	\$82.00	\$82.00
332	Travel Expense - Registrations			
	WASC Conference --\$125		375.00	375.00
	CWAG Conference--\$130			
	CWAG meetings for Committee on Aging members--\$20			
	WASC Training for Committee on Aging members (\$20 each)			
		TOTAL	\$375.00	\$375.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
513	Insurance - Property	\$960.00	\$960.00	\$960.00	\$960.00	\$960.00
	Total - SENIOR CENTER (53-??-212)	114,485.14	128,736.00	90,904.60	129,878.00	129,392.00
GENERAL FUND						
RESTHAVEN CEMETERY OPS (53-??-401)						
120	Wages - Straight Time	9,377.40	11,029.00	7,079.54	10,500.00	12,038.00
121	Wages - Overtime/Doubletime		200.00	512.10	480.00	200.00
151	Employer Contrib - Health	2,451.52	3,220.00		3,045.00	3,319.00
152	Employer Contrib - Life	3.17	20.00		17.00	30.00
153	Employer Contrib - Dental	165.64	142.00		105.00	206.00
154	Employer Contrib - Retirement	1,001.67	1,169.00		1,103.00	1,088.00
155	Employer Contrib - FICA	704.33	844.00		803.00	921.00
157	Employer Contrib - Vision	20.85	35.00		31.00	35.00
161	Employer Contrib - Work Comp	321.40	410.00		389.00	413.00
223	Utility - Electricity	17.20	125.00	18.61	50.00	100.00
225	Utility - Water/Sewer/Hydrant			51.80		
240	Repair/Maint - Buildings	185.38	150.00	105.00	15.00	150.00
295	Other Services - Vehicle/Equip Rental	9,650.59	5,000.00	7,312.35	10,000.00	11,281.00
300	Supplies - Department	206.55	320.00	133.36	30.00	300.00
315	Supplies - Tools & Equip	75.19	300.00	14.54	15.00	250.00
513	Insurance - Property	80.00	80.00	80.00	80.00	80.00
	Total - RESTHAVEN CEMETERY OPS (53-??-401)	24,260.89	23,044.00	15,307.30	26,663.00	30,411.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Resthaven Cemetery O	Robert Huss
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Serv	000-53401-000	10/1/2008
PROGRAM - BUDGET RESPONSIBILITIES		2008 PROGRAM - BUDGET ACCOMPLISHMENTS	
Maintain 5.4 acres of Resthaven Cemetery and 1.9 acres of Oak Hill Cemetery. Major duties include grave site openings and closings, lawn cutting, trimming, flower planting and upkeep.		CIMS software was installed and is being used by Park Superintendent.	
2009 PROGRAM - BUDGET FUNDING REQUEST		2009 PROGRAM - BUDGET OBJECTIVES	
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE 2008 # OF FTE'S 2009 # OF FTE'S
TAXES	\$0.00	\$0.00	Shared Common Laborer 0.25 0.25
SPECIAL ASSESSMENTS	\$0.00	\$0.00	1 Sum. Seasonal Laborer 0.27 0.27
INTERGOV REVENUE	\$0.00	\$0.00	
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	TOTAL 0.52 0.52

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
ENGINEERING/PUB WORKS (54-??-111)						
110	Salaries - Straight Time	\$85,570.23	\$88,811.00	\$89,875.91	\$88,810.00	\$70,350.00
120	Wages - Straight Time	192,422.44	253,710.00	202,290.96	253,000.00	191,500.00
121	Wages - Overtime/Doubletime	2,203.29	2,500.00	4,409.24	4,200.00	1,910.00
151	Employer Contrib - Health	74,004.91	66,174.00		66,175.00	49,920.00
152	Employer Contrib - Life	383.65	575.00		420.00	340.00
153	Employer Contrib - Dental	4,669.92	4,494.00		4,500.00	3,740.00
154	Employer Contrib - Retirement	29,929.79	36,573.00		36,600.00	27,450.00
155	Employer Contrib - FICA	21,045.25	26,394.00		26,415.00	20,190.00
157	Employer Contrib - Vision	604.08	620.00		620.00	420.00
161	Employer Contrib - Work Comp	8,577.49	11,551.00		11,825.00	8,180.00
193	Uniform/Clothing Allowance				300.00	230.00
212	Professional Svcs - Engineering	27,601.45	38,500.00	25,010.74	31,000.00	21,750.00
221	Utility -Telephone Services	2,458.36	2,380.00	1,997.75	2,350.00	1,760.00
243	Repair/Maint - Specialized Equip	244.50	300.00	332.50	300.00	230.00
291	Other Services - Printing	152.30	400.00		200.00	230.00
295	Other Services - Vehicle/Equip Rental	36,437.17	33,000.00	28,706.49	31,000.00	23,148.00
300	Supplies - Department	2,930.64	2,800.00	2,390.02	2,700.00	2,700.00
310	Supplies - Office	623.90	500.00	590.44	650.00	410.00
311	Supplies - Postage	518.99	700.00	383.67	400.00	380.00
315	Supplies - Tools & Equip					2,090.00
320	Dues/Memberships/Licenses	423.00	400.00	296.00	300.00	230.00
331	Travel Expense - Mileage	(22.00)				
332	Travel Expense - Registrations	2,820.00	200.00			150.00
333	Travel Expense - Lodging/Meals		250.00	509.46	509.00	150.00
337	Training - Registrations		2,000.00	610.00	1,200.00	1,500.00
338	Training - Lodging/Meals		250.00		200.00	190.00
513	Insurance - Property	2,340.00	2,340.00	2,340.00	2,340.00	1,760.00
805	Capital Outlay - Other Equipment					7,000.00
Total - ENGINEERING/PUB WORKS (54-??-111)		495,939.36	575,422.00	359,743.18	566,014.00	437,908.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Engineering/Public Wor	Mark Radtke
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54111-000	10/13/2008
PROGRAM - BUDGET RESPONSIBILITIES		2008 PROGRAM - BUDGET ACCOMPLISHMENTS	
The Engineering Department is responsible for the management of public works improvement projects within the City, including roads, streets, bridges, sewers, buildings, et. al. Staff duties include responsibility for planning, design work, surveying, drafting, mapping, construction administration, traffic analysis, grant procurement, utility coordination record keeping, and response to citizens' requests and questions.		Provided design, surveying, staking and inspection for all public works construction projects. Continued management of sanitary sewer improvement and industrial monitoring programs. Administered Rear Yard Drainage Grant Program. Administered traffic engineering program.	
2009 PROGRAM - BUDGET FUNDING REQUEST		2009 PROGRAM - BUDGET OBJECTIVES	
25% of budget (except capital items) is proposed to be assigned to the Stormwater Utility budget.		Continue with sanitary sewer I/I removal program. Perform all tasks for implementing 2009 capital projects.	

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Engineering/Public Works	PREPARED BY Timothy Montour Mark Radtke	
		BUDGET NUMBER 000-54111-000	DATE 10/10/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time The following breakdown for #54111 represents 45% of Public Works Director's Salary: #000-54111 \$42,210 (Engineering – 45%) #000-54134 \$23,450 (Storm Sewer – 25%) #001-54301 \$23,450 (Sanitary Sewer – 25%) #085-54111 \$4,690 (T.I.D. #9 – 5%)	93800.00	70350.00	
	TOTAL	\$93,800.00	\$70,350.00	
120	Wages - Straight Time #000-54111 \$127,665 #000-54134 \$63,830 #001-54301 \$63,830 The following breakdown for #54111 represents 50% of total wages: Engineering Supervisor: \$30,280 Engineering Aide III: \$26,200 Engineering Aide II (2): \$50,060 Clerk Steno II: \$18,500 Additional regular hours: \$1,950 150 hrs. @ \$26.00 (avg.) Temporary Employee: \$675	255330.00	191500.00	
	TOTAL	\$255,330.00	\$191,500.00	
212	Professional Svcs - Engineering Construction plan printing; radio and miscellaneous equipment repairs: \$2,000 Bridge inspections, misc.: \$1,000 Land surveys and geotechnical services: \$1,000 Miscellaneous Engineering Design/Field Services Fees: \$1,000 WisDOT Design (Third St.): \$24,000	29000.00	21750.00	
	TOTAL	\$29,000.00	\$21,750.00	
300	Supplies - Department Safety shirts, vests, gloves, paint, stakes, tapes, etc.: \$2,600 Plotter printer heads: \$1,000	3600.00	2700.00	
	TOTAL	\$3,600.00	\$2,700.00	
315	Supplies - Tools & Equip Paper Trimmer: \$135 Laser Rod, 200' Fiberglass Tape: \$250 Metal Detector: \$900 Laser Level: \$1,500	2785.00	2090.00	
	TOTAL	\$2,785.00	\$2,090.00	
332	Travel Expense - Registrations			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Engineering/Public Works	PREPARED BY Timothy Montour Mark Radtke	
		BUDGET NUMBER 000-54111-000	DATE 10/10/2008	
	APWA Spring Conference: \$200		200.00	150.00
	TOTAL		\$200.00	\$150.00
337	Training - Registrations			
	Traffic Engineer/GIS/Auto CAD Training: \$2,000		2000.00	1500.00
	TOTAL		\$2,000.00	\$1,500.00
805	Capital Outlay - Other Equipment			
	Total Station		7000.00	7000.00
	TOTAL		\$7,000.00	\$7,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
REPL OF STREETS & ALLEYS (54-??-121, 54-??-122)						
110	Salaries - Straight Time	\$17,653.23	\$16,386.00	\$126,597.84	\$16,390.00	\$16,225.00
120	Wages - Straight Time	186,724.41	191,220.00	179,196.80	179,500.00	184,130.00
121	Wages - Overtime/Doubletime	1,444.32	2,000.00	870.33	1,000.00	1,500.00
151	Employer Contrib - Health	53,421.31	48,060.00		48,060.00	53,030.00
152	Employer Contrib - Life	69.63	205.00		125.00	125.00
153	Employer Contrib - Dental	3,634.99	3,672.00		3,670.00	3,920.00
154	Employer Contrib - Retirement	21,981.72	21,628.00		20,610.00	20,670.00
155	Employer Contrib - FICA	15,456.53	16,035.00		15,210.00	15,595.00
157	Employer Contrib - Vision	457.61	485.00		485.00	460.00
161	Employer Contrib - Work Comp	7,053.10	7,773.00		6,750.00	6,920.00
193	Uniform/Clothing Allowance		2,000.00		2,000.00	2,000.00
200	Contract Svcs					64,000.00
212	Professional Svcs - Engineering	30,989.76	75,250.00	34,777.32	2,800.00	3,000.00
216	Professional Svcs - Management	21,412.07		18,327.50	59,000.00	
295	Other Services - Vehicle/Equip Rental	151,556.50	108,600.00	128,387.73	112,650.00	112,306.00
300	Supplies - Department	239,937.59	67,000.00	49,842.75	77,000.00	66,000.00
311	Supplies - Postage	38.82		47.15	50.00	50.00
315	Supplies - Tools & Equip	8,910.13	6,200.00	5,197.60	5,500.00	6,400.00
331	Travel Expense - Mileage		250.00			
332	Travel Expense - Registrations					250.00
513	Insurance - Property	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00
822	Capital Projects - Construction	244,538.59	363,000.00	341,921.94	326,000.00	424,650.00
Total - REPL OF STREETS & ALLEYS (54-??-121, 5		1,006,330.31	930,814.00	886,216.96	877,850.00	982,281.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Repl of Streets/Alleys	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54121-000	10/14/2008

PROGRAM - BUDGET RESPONSIBILITIES

This budget accounts for the maintenance and reconstruction of streets and roads within the City. Preventive maintenance through timely pavement repair, crack filling, etc., is key for containment of future costs in this account. Prudent scheduling of needed street improvements is essential for controlling future budgets.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

Contractor completed First Street reconstruction, Northridge Manor and Lake Park Heights new street construction. DPW crews paved the following streets: Eighth Street (Tayco – Milwaukee); Pacific Street (Eighth – Ninth); Konemac Street (Third – Plank); Fourth Street (Konemac Street – Baldwin); and Green Bay Street (Broad – Third).

2009 PROGRAM - BUDGET FUNDING REQUEST

No substantial changes.

2009 PROGRAM - BUDGET OBJECTIVES

The following street projects are scheduled: Third Street reconstruction (Tayco – Manitowoc); Appleton Street reconstruction (Fox River – Third Street); Chute Street (Lush- Tayco); University Drive (Midway – north end); Lock Street (Broad – LLB); Broad Street (west end - Lush); Woodland Drive (Ninth – Airport) pulverizing and resurfacing; Midway Business Park (T.I.D. #5) concrete pavement; Southfield West Subdivision temporary asphalt pavement.

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Repl of Streets/Alleys	Timothy Jacobson	
		BUDGET NUMBER	DATE	
		000-54121-000	10/14/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
200	Contract Svcs - Pavement Maintenance			
	Chip Seal Program: \$30,500	64000.00	64000.00	
	Crack Sealing: \$18,500			
	Pavement milling, pulverizing, etc.: \$15,000			
	TOTAL	\$64,000.00	\$64,000.00	
212	Professional Svcs - Engineering			
	Materials testing	3000.00	3000.00	
	TOTAL	\$3,000.00	\$3,000.00	
300	Supplies - Department			
	Concrete & asphalt: \$62,000	66000.00	66000.00	
	Topsoil, flowers, summer safety vests, misc: \$4,000			
	TOTAL	\$66,000.00	\$66,000.00	
315	Supplies - Tools & Equip			
	Misc. Tools, Shovels, Brooms, etc.: \$1,500	6400.00	6400.00	
	Diamond Blades: \$1,200			
	Wacker compactor (1): \$2,100			
	2-18 V cordless tool combo kit: \$1,600			
	TOTAL	\$6,400.00	\$6,400.00	

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME	PREPARED BY
	Repl of Streets/Alleys	Mark Radtke
	BUDGET NUMBER	DATE
	000-54121-000	
<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991)</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
NEW STREET CONSTRUCTION		
Midway Business Park - T.I.D. #5 (concrete pavement) *\$450,000	0.00	0.00
*2008 Bond Funds		
TOTAL	\$0.00	\$0.00
STREET RECONSTRUCTION/REHABILITATION		
Third Street, Tayco Street to Manitowoc Street (WisDOT) reconstruction (concrete pavement); City portion only	170650.00	170650.00
Appleton Street, Fox River to Third Street; reconstruction; LRIP Grant (WisDOT); Total project cost = \$133,135; City portion = \$81,000	81000.00	81000.00
Chute Street, Lush Street to Tayco Street; pulverize and asphalt resurface by DPW (materials cost only)	33000.00	33000.00
University Drive, Midway Road to north end; pulverize and asphalt resurface by DPW; cost share with Town of Menasha; City portion only	22000.00	22000.00
Lock Street, Broad Street to LLB; pulverize and asphalt resurface by DPW (materials cost only)	14000.00	14000.00
Broad Street, west end to Lush Street; pulverize and asphalt resurfacing by DPW (materials cost only)	37000.00	37000.00
Woodland Drive, Ninth Street to Airport Road; pulverize and asphalt resurface by DPW (materials cost only)	67000.00	67000.00
TOTAL	\$424,650.00	\$424,650.00
TEMPORARY ASPHALT PAVEMENT		
Southfield West Subdivision (2" asphalt pavement by DPW crews)	0.00	0.00
*\$35,000		
* 2008 Bond Funds		
TOTAL	\$0.00	\$0.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$424,650.00	\$424,650.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
STREET CLEAN/FLUSH (54-??-123)						
110	Salaries - Straight Time	\$2,306.91	\$2,025.00		\$2,025.00	
120	Wages - Straight Time	24,400.97	23,380.00	25,012.99	29,130.00	
121	Wages - Overtime/Doubletime	26.40	500.00	35.07	75.00	
151	Employer Contrib - Health	6,981.05	6,099.00		6,100.00	
152	Employer Contrib - Life	9.04	25.00		20.00	
153	Employer Contrib - Dental	472.15	464.00		465.00	
154	Employer Contrib - Retirement	2,855.21	2,748.00		3,360.00	
155	Employer Contrib - FICA	2,007.65	1,983.00		2,430.00	
157	Employer Contrib - Vision	59.44	60.00		60.00	
161	Employer Contrib - Work Comp	916.13	959.00		1,070.00	
193	Uniform/Clothing Allowance		500.00		500.00	
250	Pmts to Other Municipal Entity	2,542.09	3,000.00	5,406.37	5,406.00	
295	Other Services - Vehicle/Equip Rental	58,118.56	56,420.00	57,273.16	61,600.00	
300	Supplies - Department	150.00	150.00	150.00	962.00	
315	Supplies - Tools & Equip	6,335.33	5,300.00	5,736.95	5,400.00	
513	Insurance - Property	350.00	350.00	350.00	350.00	
Total - STREET CLEAN/FLUSH (54-??-123)		107,530.93	103,963.00	93,964.54	118,953.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
REMOVAL OF SNOW & ICE (54-??-124, 54-??-125)						
110	Salaries - Straight Time	\$9,069.84	\$9,872.00		\$9,870.00	\$10,400.00
120	Wages - Straight Time	95,934.84	86,385.00	149,255.19	120,715.00	80,465.00
121	Wages - Overtime/Doubletime	32,706.87	30,000.00	74,557.68	46,705.00	31,500.00
151	Employer Contrib - Health	27,446.68	29,733.00		29,735.00	34,120.00
152	Employer Contrib - Life	46.59	125.00		80.00	80.00
153	Employer Contrib - Dental	2,432.20	2,272.00		2,270.00	2,475.00
154	Employer Contrib - Retirement	14,708.11	13,382.00		19,700.00	12,910.00
155	Employer Contrib - FICA	10,342.07	9,660.00		13,710.00	9,515.00
157	Employer Contrib - Vision	306.19	300.00		300.00	300.00
161	Employer Contrib - Work Comp	4,719.28	4,685.00		6,075.00	4,347.00
193	Uniform/Clothing Allowance		2,000.00		2,000.00	2,000.00
244	Repair/Maint - Small Projects	682.89		791.10	553.00	
295	Other Services - Vehicle/Equip Rental	221,632.18	160,000.00	243,707.62	264,620.00	165,461.00
300	Supplies - Department	88,660.93	57,630.00	58,500.95	56,135.00	71,935.00
311	Supplies - Postage	81.08	100.00		45.00	100.00
315	Supplies - Tools & Equip	10,206.21	10,500.00	13,191.67	10,800.00	11,100.00
332	Travel Expense - Registrations			235.00	235.00	
513	Insurance - Property	4,690.00	4,690.00	4,690.00	4,690.00	4,690.00
Total - REMOVAL OF SNOW & ICE (54-??-124, 54-??-125)		523,665.96	421,334.00	544,929.21	588,238.00	441,398.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Removal of Snow & Ice	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54124-000	10/13/2008

PROGRAM - BUDGET RESPONSIBILITIES

This account represents the total cost of snow removal and ice control on City streets and parking lots. Costs include labor, equipment operation and materials, such as salt and chips. The average seasonal snowfall for our area is 45 inches. Service responsibilities are to maintain streets and sidewalks in good traveling condition, according to established policy.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

The winter of 2007-2008 resulted in near record amounts of snowfall. The City needed to purchase additional salt to meet the demands of the winter conditions.

2009 PROGRAM - BUDGET FUNDING REQUEST

Expenses are increased mostly due to the price increase for road salt. There is some money budgeted for a trial use of Geo-melt, a bio alternative to road salt.

2009 PROGRAM - BUDGET OBJECTIVES

Continue providing quality snow and ice control and removal service, including anti-ice operations which will prevent the formation of ice on streets when properly performed.

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Removal of Snow & Ice	PREPARED BY Timothy Jacobson Mark Radtke	
		BUDGET NUMBER 000-54124-000	DATE 10/13/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
300	Supplies - Department			
	500 tons early fill road salt @ \$41.05/ton = \$20,525	71935.00	71935.00	
	1000 tons seasonal fill road salt @ \$41.05/ton = \$41,050			
	150 tons reserve fill road salt @ \$41.05/ton = \$6,160			
	Experiment with Geo-Melt: \$2,000			
	Chips, Abrasives: \$2,000			
	Safety vests: \$200			
	TOTAL	\$71,935.00	\$71,935.00	
315	Supplies - Tools & Equip			
	Snow fence, shovels, scrapers, misc.: \$500	11100.00	11100.00	
	Plow blade inventory: \$10,000			
	6000 watt gas generator (1/3): \$600			
	TOTAL	\$11,100.00	\$11,100.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
STREET SIGNS/MARKINGS (54-??-131)						
110	Salaries - Straight Time	\$6,877.88	\$5,269.00		\$5,270.00	\$5,625.00
120	Wages - Straight Time	72,749.69	61,115.00	60,074.66	57,750.00	63,595.00
121	Wages - Overtime/Doubletime	1,544.47	1,000.00	1,108.84	450.00	750.00
151	Employer Contrib - Health	20,813.47	14,565.00		14,565.00	17,490.00
152	Employer Contrib - Life	27.46	65.00		40.00	40.00
153	Employer Contrib - Dental	1,433.57	1,113.00		1,115.00	1,290.00
154	Employer Contrib - Retirement	8,669.16	6,553.00		6,250.00	6,800.00
155	Employer Contrib - FICA	6,095.76	5,155.00		4,890.00	5,390.00
157	Employer Contrib - Vision	180.47	150.00		150.00	150.00
161	Employer Contrib - Work Comp	2,781.61	2,497.00		2,175.00	2,400.00
193	Uniform/Clothing Allowance		500.00		500.00	500.00
204	Contract Svcs - Mechanical Sys	1,206.80	8,925.00	2,291.20	3,250.00	8,000.00
216	Professional Svcs - Management	5,271.21		7,114.98	4,500.00	
221	Utility - Telephone Services	92.18	160.00	123.99	140.00	140.00
223	Utility - Electricity	11,629.71	14,000.00	11,750.07	11,850.00	12,000.00
225	Utility - Water/Sewer/Hydrant	307.20	250.00	517.91	450.00	400.00
240	Repair/Maint - Buildings	117.34	500.00			500.00
243	Repair/Maint - Specialized Equip	1,636.92	500.00	963.36	964.00	500.00
291	Other Services - Printing		500.00		450.00	500.00
295	Other Services - Vehicle/Equip Rental	17,717.78	14,500.00	11,625.00	14,125.00	14,994.00
300	Supplies - Department	28,525.46	30,200.00	32,494.30	31,700.00	31,200.00
310	Supplies - Office	16.95				
311	Supplies - Postage	22.96				
315	Supplies - Tools & Equip	1,946.20	8,280.00	7,182.75	8,000.00	5,790.00
332	Travel Expense - Registrations		500.00	180.00	180.00	400.00
513	Insurance - Property	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00
805	Capital Outlay - Other Equipment	835.59				
822	Capital Projects - Construction	12,405.87				
Total - STREET SIGNS/MARKINGS (54-??-131)		203,995.71	177,387.00	136,517.06	169,854.00	179,544.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Street Signs/Markings	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54131-000	10/13/2008

PROGRAM - BUDGET RESPONSIBILITIES

This account contains all costs for signing and marking of streets, traffic signal installation and maintenance, and electricity to operate traffic signals and the Sign Shop. Major expenditures include street paint and signs, repair of traffic signals, installation of new signals, and electricity.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

2009 PROGRAM - BUDGET FUNDING REQUEST

No significant changes.

2009 PROGRAM - BUDGET OBJECTIVES

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Street Signs/Markings	Timothy Jacobson Timothy Montour	
		BUDGET NUMBER	DATE	
		000-54131-000	10/13/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
204	Contract Svcs - Mechanical Systems			
	Traffic signal systems, maintenance: \$7,000	9140.00	8000.00	
	Signal/Equipment Testing: \$2,140			
	TOTAL	\$9,140.00	\$8,000.00	
300	Supplies - Department			
	Traffic paint, signal hardware parts, sign materials, etc.: \$31,000	31200.00	31200.00	
	Safety Equipment: \$200			
	TOTAL	\$31,200.00	\$31,200.00	
315	Supplies - Tools & Equip			
	36" Barrels (8): \$660	5790.00	5790.00	
	36" Barrels with rings (8): \$700			
	28" No Parking cones (8): \$170			
	48/18 Windmasters (12): \$2,260			
	Replace air compressor: \$2,000			
	TOTAL	\$5,790.00	\$5,790.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
SIDEWALKS & CROSSWALKS (54-??-133, 54-??-135)						
110	Salaries - Straight Time	\$506.30	\$1,393.00		\$1,395.00	\$1,770.00
120	Wages - Straight Time	5,355.38	16,420.00	15,314.46	12,500.00	20,260.00
121	Wages - Overtime/Doubletime	63.28		84.66		
151	Employer Contrib - Health	1,532.16	4,197.00		4,200.00	5,940.00
152	Employer Contrib - Life	2.01	20.00		10.00	15.00
153	Employer Contrib - Dental	104.64	323.00		325.00	440.00
154	Employer Contrib - Retirement	632.78	1,889.00		1,475.00	2,290.00
155	Employer Contrib - FICA	444.95	1,364.00		1,065.00	1,685.00
157	Employer Contrib - Vision	13.17	40.00		40.00	50.00
161	Employer Contrib - Work Comp	203.04	660.00		475.00	755.00
216	Professional Svcs - Management	7,190.00	3,500.00	1,350.00	3,500.00	3,500.00
295	Other Services - Vehicle/Equip Rental	3,752.84	2,600.00	5,730.28	2,600.00	2,689.00
300	Supplies - Department	1,914.74	5,100.00	6,541.49	4,600.00	5,600.00
315	Supplies - Tools & Equip	30.70	400.00	324.96	250.00	400.00
513	Insurance - Property	6,470.00	6,470.00	6,470.00	6,470.00	6,470.00
822	Capital Projects - Construction	53,489.20	46,900.00		12,000.00	47,500.00
Total - SIDEWALKS & CROSSWALKS (54-??-133, 5		81,705.19	91,276.00	35,815.85	50,905.00	99,364.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Sidewalks & Crosswalks	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54133-000	10/14/2008
PROGRAM - BUDGET RESPONSIBILITIES		2008 PROGRAM - BUDGET ACCOMPLISHMENTS	
This budget is responsible for replacing, repairing, and constructing sidewalk in the City.			

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES
	Complete concrete walk construction along Midway Road from Racine Road to Oneida Street.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Sidewalks & Crosswalks	Timothy Jacobson	
		BUDGET NUMBER	DATE	
		000-54133-000	10/14/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
216	Professional Svcs - Management			
	Mudjacking Services	3500.00	3500.00	
	TOTAL	\$3,500.00	\$3,500.00	
300	Supplies - Department			
	Concrete, gravel, re-bar: \$5500	5600.00	5600.00	
	Safety Vests: \$100			
	TOTAL	\$5,600.00	\$5,600.00	
315	Supplies - Tools & Equip			
	Miscellaneous hand tools	400.00	400.00	
	TOTAL	\$400.00	\$400.00	

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME Sidewalks & Crosswalks	PREPARED BY Mark Radtke
	BUDGET NUMBER 000-54133-000	DATE
<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991))</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
SIDEWALK CONSTRUCTION Midway Road, Racine Road to Oneida Street 5' concrete walk: \$230,000* Midway Business Park walk: \$30,000** * \$195,000 included in 2008 Borrowing Package (\$35,000 non-assessable) ** Part of 2008 Borrowing Package		
TOTAL	\$35,000.00	\$35,000.00
SIDEWALK RECONSTRUCTION Various Locations: \$45,000 (carry over \$32,500 from '08)		
TOTAL	\$12,500.00	\$12,500.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$47,500.00	\$47,500.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
STORM SEWERS & DRAINS (54-??-134)						
110	Salaries - Straight Time	\$3,351.53	\$3,072.00		\$3,070.00	
120	Wages - Straight Time	35,450.27	35,710.00	49,802.23	50,500.00	
121	Wages - Overtime/Doubletime	262.82	500.00	565.22	565.00	
151	Employer Contrib - Health	10,142.22	9,253.00		9,255.00	
152	Employer Contrib - Life	13.22	40.00		30.00	
153	Employer Contrib - Dental	689.91	709.00		710.00	
154	Employer Contrib - Retirement	4,172.09	4,166.00		5,740.00	
155	Employer Contrib - FICA	2,933.62	3,007.00		4,140.00	
157	Employer Contrib - Vision	86.85	95.00		95.00	
161	Employer Contrib - Work Comp	1,338.67	1,459.00		1,855.00	
212	Professional Svcs - Engineering	17,806.32	32,500.00	17,000.75	22,000.00	
250	Pmts to Other Municipal Entity	3,050.00	3,000.00	3,002.47	3,000.00	
295	Other Services - Vehicle/Equip Rental	28,447.62	38,440.00	39,387.97	42,500.00	
300	Supplies - Department	23,138.88	16,200.00	27,824.53	27,000.00	
315	Supplies - Tools & Equip	875.00	500.00		300.00	
320	Dues/Memberships/Licenses		750.00	750.00	750.00	
513	Insurance - Property	150.00	150.00	150.00	150.00	
822	Capital Projects - Construction	3,255.00	36,745.00	43,205.75	41,500.00	
Total - STORM SEWERS & DRAINS (54-??-134)		135,164.02	186,296.00	181,688.92	213,160.00	
GENERAL FUND						
STREET LIGHTING (54-??-143)						
204	Contract Svcs - Mechanical Sys	3,191.50				
216	Professional Svcs - Management	1,113.90		1,135.50	700.00	
223	Utility - Electricity	205,360.10	180,000.00	203,787.01	205,000.00	210,000.00
243	Repair/Maint - Specialized Equip	913.16	1,000.00			1,000.00
250	Pmts to Other Municipal Entity			338.04		
300	Supplies - Department	1,455.34	1,000.00	130.27	600.00	1,000.00
Total - STREET LIGHTING (54-??-143)		212,034.00	182,000.00	205,390.82	206,300.00	212,000.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Street Lighting	Mark Radtke
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54143-000	10/14/2008
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>		
Funds in this account are for the cost of electricity and cost of maintenance and replacement of City-owned street lights.			
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2009 PROGRAM - BUDGET OBJECTIVES</u>		
Utility charges for electricity continue to escalate.			

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME Street Lighting	PREPARED BY Mark Radtke
		BUDGET NUMBER 000-54143-000	DATE 10/14/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
223	Utility - Electricity		
		210000.00	210000.00
	TOTAL	\$210,000.00	\$210,000.00
243	Repair/Maint - Specialized Equipment		
	MAINTENANCE AND REPAIRS	1000.00	1000.00
	TOTAL	\$1,000.00	\$1,000.00
300	Supplies - Department		
	Light fixtures, bulbs, etc.	1000.00	1000.00
	TOTAL	\$1,000.00	\$1,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
PARKING LOTS & METERS (54-??-202)						
110	Salaries - Straight Time	\$567.67	\$780.00		\$780.00	\$1,070.00
120	Wages - Straight Time	6,004.46	7,400.00	12,160.24	8,680.00	6,425.00
121	Wages - Overtime/Doubletime	1,618.96	1,800.00	3,706.58	3,220.00	1,900.00
151	Employer Contrib - Health	1,717.86	2,352.00		2,350.00	3,160.00
152	Employer Contrib - Life	2.77	10.00		10.00	10.00
153	Employer Contrib - Dental	144.67	182.00		180.00	190.00
154	Employer Contrib - Retirement	874.83	1,059.00		1,345.00	985.00
155	Employer Contrib - FICA	615.14	765.00		970.00	625.00
157	Employer Contrib - Vision	18.21	25.00		25.00	30.00
161	Employer Contrib - Work Comp	280.70	370.00		435.00	415.00
212	Professional Svcs - Engineering	65.00				
291	Other Services - Printing	2,109.40	2,500.00		2,500.00	2,500.00
295	Other Services - Vehicle/Equip Rental	26,598.01	20,000.00	23,359.28	26,300.00	22,562.00
300	Supplies - Department		1,000.00	2,035.38	2,000.00	2,500.00
513	Insurance - Property	10.00	10.00	10.00	10.00	10.00
	Total - PARKING LOTS & METERS (54-??-202)	40,627.68	38,253.00	41,271.48	48,805.00	42,382.00
GENERAL FUND						
VALLEY TRANSIT SUBSIDY (54-??-204)						
250	Pmts to Other Municipal Entity	174,360.00	171,666.00	174,165.00	174,164.00	180,728.00
	Total - VALLEY TRANSIT SUBSIDY (54-??-204)	174,360.00	171,666.00	174,165.00	174,164.00	180,728.00
GENERAL FUND						
DIAL-A-RIDE SUBSIDY (54-??-205)						
250	Pmts to Other Municipal Entity	5,200.00	6,000.00	7,200.00	7,200.00	8,000.00
	Total - DIAL-A-RIDE SUBSIDY (54-??-205)	5,200.00	6,000.00	7,200.00	7,200.00	8,000.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Parking Lots & Meters	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54202-000	10/14/2008
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>		
This budget is responsible for the maintenance of parking lots, as well as providing supplies and printing for the monthly parking permits.			
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2009 PROGRAM - BUDGET OBJECTIVES</u>		
Cost to maintain is mainly determined by the number and amount of snowfalls, which is reflected in labor and equipment costs.			

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
CANAL MAINT/CONSTRUCTION (54-??-212)						
120	Wages - Straight Time			\$15,225.79		
822	Capital Projects - Construction					65,000.00
	Total - CANAL MAINT/CONSTRUCTION (54-??-212)			15,225.79		65,000.00
GENERAL FUND						
REFUSE COLLECT/DISPOSE (54-??-304, 54-??-305)						
110	Salaries - Straight Time	15,657.28	16,761.00		16,760.00	17,385.00
120	Wages - Straight Time	165,612.50	197,090.00	181,111.86	195,100.00	198,395.00
121	Wages - Overtime/Doubletime	218.79	500.00	1,619.91	1,200.00	500.00
151	Employer Contrib - Health	47,381.26	49,176.00		49,175.00	56,920.00
152	Employer Contrib - Life	61.39	210.00		135.00	135.00
153	Employer Contrib - Dental	3,205.24	3,758.00		3,760.00	4,205.00
154	Employer Contrib - Retirement	19,382.90	22,133.00		44,490.00	22,170.00
155	Employer Contrib - FICA	13,629.16	16,399.00		16,300.00	16,700.00
157	Employer Contrib - Vision	403.51	495.00		495.00	490.00
161	Employer Contrib - Work Comp	6,219.24	7,953.00		7,300.00	7,410.00
193	Uniform/Clothing Allowance		2,000.00		2,000.00	2,000.00
209	Contract Svcs - Sanitation			237.00		2,000.00
216	Professional Svcs - Management	29,834.99		31,869.25	32,530.00	
250	Pmts to Other Municipal Entity	89,976.13	139,500.00	96,107.16	96,000.00	154,550.00
291	Other Services - Printing	1,221.12	800.00	1,755.70	789.00	800.00
295	Other Services - Vehicle/Equip Rental	223,540.36	194,195.00	176,087.89	211,780.00	200,823.00
300	Supplies - Department	487.24	1,200.00	732.89	750.00	2,450.00
311	Supplies - Postage			4.62		
315	Supplies - Tools & Equip	7,272.35	6,550.00	7,454.64	7,500.00	14,700.00
320	Dues/Memberships/Licenses			572.00	572.00	
513	Insurance - Property	7,650.00	7,650.00	7,650.00	7,650.00	7,650.00
	Total - REFUSE COLLECT/DISPOSE (54-??-304, 54-??-305)	631,753.46	666,370.00	505,202.92	694,286.00	709,283.00

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<div>CITY OF MENASHA</div> <div>2009 PROGRAM REQUEST - OPERATIONS BUDGET</div> <div>PROGRAM COMMENTS</div>	FUND	BUDGET NAME	PREPARED BY
	General Fund	Refuse Collect/Dispose	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54304-000	10/14/2008
<div>PROGRAM - BUDGET RESPONSIBILITIES</div> <div>The Sanitation Department is responsible for the collection and disposal of all residential, and some of the commercial, garbage and refuse generated within the City.</div>	<div>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</div>		

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES
Winnebago County has increased tipping fees by \$2.00/ton for 2009. Replacement carts and new carts are needed, increasing Tools & Equipment sub-account.	

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Refuse Collect/Dispose	PREPARED BY Timothy Jacobson Mark Radtke	
		BUDGET NUMBER 000-54304-000	DATE 10/14/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
209	Contract Svcs - Sanitation			
	Professional Services - Hazardous Waste disposal	2000.00	2000.00	
	TOTAL	\$2,000.00	\$2,000.00	
250	Payments to Other Municipal Entities			
	DNR Solid Waste License: \$3,100	154550.00	154550.00	
	Landfill tipping fees: 6,500 tons @ \$23.50/ton = \$151,450 (Includes State surcharge disposal fee of \$3.50/ton)			
	TOTAL	\$154,550.00	\$154,550.00	
291	Other Services - Printing			
	Educational tags, Overflow/Bulky Item stickers	800.00	800.00	
	TOTAL	\$800.00	\$800.00	
300	Supplies - Department			
	Cart parts: \$2,000	2450.00	2450.00	
	Safety vests, gloves, misc. safety: \$450			
	TOTAL	\$2,450.00	\$2,450.00	
315	Supplies - Tools & Equip			
	64 gallon automated refuse containers (100): \$6,600	14700.00	14700.00	
	96 gallon automated refuse containers (100): \$7,200			
	2 C.Y. Dumpsters (2): \$900			
	TOTAL	\$14,700.00	\$14,700.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
WEED CONTROL (54-??-502)						
110	Salaries - Straight Time	\$1,222.07	\$963.00		\$965.00	\$1,465.00
120	Wages - Straight Time	12,926.29	11,330.00	16,689.94	15,000.00	16,750.00
121	Wages - Overtime/Doubletime	331.04		77.80	78.00	
151	Employer Contrib - Health	3,698.18	2,898.00		2,900.00	4,910.00
152	Employer Contrib - Life	4.90	10.00		10.00	10.00
153	Employer Contrib - Dental	255.72	223.00		225.00	365.00
154	Employer Contrib - Retirement	1,546.40	1,304.00		1,700.00	1,895.00
155	Employer Contrib - FICA	1,087.36	939.00		1,225.00	1,395.00
157	Employer Contrib - Vision	32.19	30.00		30.00	40.00
161	Employer Contrib - Work Comp	496.18	455.00		550.00	625.00
216	Professional Svcs - Management	660.00	900.00	660.00	660.00	800.00
295	Other Services - Vehicle/Equip Rental	9,169.85	7,000.00	9,100.94	9,480.00	7,239.00
300	Supplies - Department		880.00	971.64	1,000.00	500.00
311	Supplies - Postage	147.98	100.00	149.81	150.00	150.00
513	Insurance - Property	30.00	30.00	30.00	30.00	30.00
Total - WEED CONTROL (54-??-502)		31,608.16	27,062.00	27,680.13	34,003.00	36,174.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Weed Control	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54502-000	10/14/2008

PROGRAM - BUDGET RESPONSIBILITIES

Included in this budget are costs for cutting weeds on both private and public property within the City.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

2009 PROGRAM - BUDGET FUNDING REQUEST

Cost for cutting weeds in Lake Park Villas is included in this year's budget.

2009 PROGRAM - BUDGET OBJECTIVES

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Weed Control	PREPARED BY Mark Radtke
		BUDGET NUMBER 000-54502-000	DATE 10/14/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
216	Professional Svcs - Management		
	Spray weeds along canal: \$800	800.00	800.00
	TOTAL	\$800.00	\$800.00
300	Supplies - Department		
	Flail teeth: \$500	500.00	500.00
	TOTAL	\$500.00	\$500.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
PUBLIC LIBRARY (55-??-101)						
110	Salaries - Straight Time	\$496,813.88	\$560,584.00	\$513,892.76	\$530,263.00	\$578,480.00
120	Wages - Straight Time	170,569.63	130,817.00	192,106.76	175,138.00	136,170.00
121	Wages - Overtime/Doubletime	2,121.46	14,776.00	5,337.81	7,000.00	7,500.00
151	Employer Contrib - Health	116,684.64	104,175.00		118,452.00	116,098.00
152	Employer Contrib - Life	229.27	1,444.00			1,502.00
153	Employer Contrib - Dental	8,690.04	9,268.00			9,301.00
154	Employer Contrib - Retirement	67,870.79	76,599.00		71,000.00	77,248.00
155	Employer Contrib - FICA	50,285.87	55,281.00		51,000.00	56,822.00
157	Employer Contrib - Vision	1,172.46	1,183.00			1,111.00
161	Employer Contrib - Work Comp	3,428.92	4,261.00		4,200.00	4,052.00
162	Employer Contrib - Unemploy Comp	720.00				
204	Contract Svcs - Mechanical Sys			50.00		
205	Contract Svcs - Entertainment	4,062.02	2,500.00	2,520.00	2,600.00	2,500.00
213	Professional Svcs - Acct/Finl	500.00	540.00		540.00	540.00
216	Professional Svcs - Management	169.70				
221	Utility -Telephone Services	2,470.07	3,750.00	1,594.20	3,500.00	3,750.00
223	Utility - Electricity	36,051.86	43,000.00	36,627.72	38,000.00	45,600.00
224	Utility - Heat	19,404.60	42,000.00	22,416.47	35,000.00	40,000.00
225	Utility - Water/Sewer/Hydrant	6,059.38	4,600.00	6,747.31	4,800.00	4,800.00
240	Repair/Maint - Buildings	17,594.90	16,385.00	14,377.15	17,000.00	17,045.00
242	Repair/Maint - Tools and Equip	20.95				
243	Repair/Maint - Specialized Equip	7,135.76	10,089.00	6,401.21	10,500.00	10,089.00
250	Pmts to Other Municipal Entity	70,624.17	73,627.00	73,975.16	73,975.00	73,627.00
292	Other Services - Publishing	1,318.28		45.00	45.00	
295	Other Services - Vehicle/Equip Rental	3,857.78	2,235.00	3,343.09	4,556.00	4,500.00
300	Supplies - Department	13,837.88	15,170.00	14,118.04	16,000.00	15,170.00
310	Supplies - Office	6,979.56	5,442.00	6,976.30	7,500.00	5,442.00
311	Supplies - Postage	6,141.27	5,926.00	8,141.16	6,000.00	5,926.00
313	Supplies - Housekeeping	7,284.07	8,325.00	5,989.39	8,500.00	8,525.00
314	Supplies - Library	180,834.10	190,000.00	185,918.90	190,000.00	175,000.00
315	Supplies - Tools & Equip	3,382.75		4,183.94	4,300.00	
316	Supplies - Promotional	4,222.02	4,000.00	5,262.76	4,200.00	4,000.00
320	Dues/Memberships/Licenses	233.00	1,235.00	569.00	1,000.00	1,235.00
331	Travel Expense - Mileage	855.37	830.00	2,554.97	1,700.00	830.00
332	Travel Expense - Registrations	961.00	1,200.00	1,665.00	1,000.00	1,200.00

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OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
333	Travel Expense - Lodging/Meals	\$633.82	\$1,500.00	\$2,473.88	\$1,200.00	\$1,500.00
334	Travel Expense - Other Expense			26.00	26.00	
336	Training - Mileage	92.16	122.00	13.74	100.00	122.00
337	Training - Registrations	387.00	1,350.00	694.40	800.00	1,350.00
338	Training - Lodging/Meals	312.28	300.00	426.90	450.00	300.00
339	Training - Other Expenses	310.17		206.70	210.00	
513	Insurance - Property	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
	Total - PUBLIC LIBRARY (55-??-101)	1,319,822.88	1,398,014.00	1,124,155.72	1,396,055.00	1,416,835.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Public Library	Tasha Saecker
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	000-55101-000	8/28/2008

PROGRAM - BUDGET RESPONSIBILITIES

- ☐ To support life-long learning and reading in the City of Menasha
- ☐ To support non-English speakers learning to speak English
- ☐ To provide a variety of services to the public, including popular reading, listening and viewing materials, access to the Internet, reference service, access to information for life-long learning, and a wide variety of materials for our diverse population
- ☐ To serve as a community center
- ☐ To provide programming for all ages
- ☐ To offer a high quality staff that the public can rely on to provide programming, collection development, and friendly service.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

The library has had an exceptional year in 2008. We received Library of the Year for the state of Wisconsin, honoring the changes we have made and which you will see outlined below.

By July, we had seen six months of circulation increases of over 11% as compared to 2007. We started several initiatives which increased usage, including merging our two circulation desks into one, tripling the number of adult programs, and starting the very successful 1000 Books Before Kindergarten.

We also saw the restoration of Sunday hours, which provided some of our most heavily used hours the library is open and aided in increasing the circulation figures we saw.

The Library Board also completed a Long Range Plan that will lead us forward over the next five years. The plan focuses on diversity, encouraging youth to read, and offering opportunities for creativity in our community.

2009 PROGRAM - BUDGET FUNDING REQUEST

As recommended a 3% increase for COLA plus any staff member due to receive a step on their salary or wage schedule.

Increased health insurance by 9.6%, had one employee go from Employee/Spouse coverage to family.

Increased heat, electricity and gas budget lines by 20% as instructed, based on predicted usage in 2008 rather than 2008 budget lines.

Decreased premium pay line which was increased in 2008 to cover addition of Sunday hours.

2009 PROGRAM - BUDGET OBJECTIVES

In 2009, we hope to continue our growth in circulation, a challenge we hope to meet by installing self-checks at the library. We are planning continuations of some of our most successful programs, including a summer art show, reading programs for all ages, computer classes, and 1000 Books Before Kindergarten. We will continue implementing our Long Range Plan: offering multicultural-focused programs for children and teens, participating in afterschool programs in the public schools, and continuing to update our award-winning website.

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Public Library	PREPARED BY Tasha Saecker
		BUDGET NUMBER 000-55101-000	DATE 8/28/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	As recommended, a 3% increase for COLA plus any staff member due to receive a step on their salary or wage schedule	590980.00	578480.00
	TOTAL	\$590,980.00	\$578,480.00
120	Wages - Straight Time	136170.00	136170.00
	TOTAL	\$136,170.00	\$136,170.00
121	Wages - Overtime/Doubletime		
	Decreased premium pay line which was increased in 2008 to cover addition of Sunday hours	7500.00	7500.00
	TOTAL	\$7,500.00	\$7,500.00
151	Employer Contrib - Health		
	Increased health insurance by 9.6%, had one employee go from Employee/Spouse coverage to Family	116098.00	116098.00
	TOTAL	\$116,098.00	\$116,098.00
152	Employer Contrib - Life	1502.00	1502.00
	TOTAL	\$1,502.00	\$1,502.00
153	Employer Contrib - Dental	9301.00	9301.00
	TOTAL	\$9,301.00	\$9,301.00
154	Employer Contrib - Retirement	77248.00	77248.00
	TOTAL	\$77,248.00	\$77,248.00
155	Employer Contrib - FICA	56822.00	56822.00
	TOTAL	\$56,822.00	\$56,822.00
157	Employer Contrib - Vision	1111.00	1111.00
	TOTAL	\$1,111.00	\$1,111.00
161	Employer Contrib - Work Comp	4052.00	4052.00
	TOTAL	\$4,052.00	\$4,052.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Public Library	PREPARED BY Tasha Saecker	
		BUDGET NUMBER 000-55101-000	DATE 8/28/2008	
205	Contract Svcs - Entertainment		2500.00	2500.00
		TOTAL	\$2,500.00	\$2,500.00
213	Professional Svcs - Accounting/Financial		540.00	540.00
		TOTAL	\$540.00	\$540.00
221	Utility -Telephone Services		3750.00	3750.00
		TOTAL	\$3,750.00	\$3,750.00
223	Utility - Electricity			
	Increased heat, electricity and gas budget lines by 20% as instructed, based on predicted usage in 2008 rther than 2008 budget lines		45600.00	45600.00
		TOTAL	\$45,600.00	\$45,600.00
224	Utility - Heat			
	Increased heat, electricity and gas budget lines by 20% as instructed, based on predicted usage in 2008 rather than 2008 budget lines		42000.00	40000.00
		TOTAL	\$42,000.00	\$40,000.00
225	Utility - Water/Sewer/Hydrant		4800.00	4800.00
		TOTAL	\$4,800.00	\$4,800.00
240	Repair/Maint - Buildings		17045.00	17045.00
		TOTAL	\$17,045.00	\$17,045.00
243	Repair/Maint - Specialized Equipment		10089.00	10089.00
		TOTAL	\$10,089.00	\$10,089.00
250	Payments to Other Municipal Entities		73627.00	73627.00
		TOTAL	\$73,627.00	\$73,627.00
295	Other Services - Vehicle/Equip Rental		4500.00	4500.00
		TOTAL	\$4,500.00	\$4,500.00
300	Supplies - Department		15170.00	15170.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Public Library	PREPARED BY Tasha Saecker	
		BUDGET NUMBER 000-55101-000	DATE 8/28/2008	
		TOTAL	\$15,170.00	\$15,170.00
310	Supplies - Office		5442.00	5442.00
		TOTAL	\$5,442.00	\$5,442.00
311	Supplies - Postage		5926.00	5926.00
		TOTAL	\$5,926.00	\$5,926.00
313	Supplies - Housekeeping		8525.00	8525.00
		TOTAL	\$8,525.00	\$8,525.00
314	Supplies - Library Materials		190000.00	175000.00
		TOTAL	\$190,000.00	\$175,000.00
316	Supplies - Promotional		4000.00	4000.00
		TOTAL	\$4,000.00	\$4,000.00
320	Dues/Memberships/Licenses		1235.00	1235.00
		TOTAL	\$1,235.00	\$1,235.00
331	Travel Expense - Mileage		830.00	830.00
		TOTAL	\$830.00	\$830.00
332	Travel Expense - Registrations		1200.00	1200.00
		TOTAL	\$1,200.00	\$1,200.00
333	Travel Expense - Lodging/Meals		1500.00	1500.00
		TOTAL	\$1,500.00	\$1,500.00
336	Training - Mileage		122.00	122.00
		TOTAL	\$122.00	\$122.00
337	Training - Registrations		1350.00	1350.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Public Library	PREPARED BY Tasha Saecker	
		BUDGET NUMBER 000-55101-000	DATE 8/28/2008	
		TOTAL	\$1,350.00	\$1,350.00
338	Training - Lodging/Meals		300.00	300.00
		TOTAL	\$300.00	\$300.00
513	Insurance - Property		5500.00	5500.00
		TOTAL	\$5,500.00	\$5,500.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
RECREATION DEPARTMENT (55-??-201)						
110	Salaries - Straight Time	\$66,302.51	\$67,568.00	\$69,756.66	\$67,568.00	\$71,000.00
120	Wages - Straight Time	73,969.16	103,243.00	92,758.02	96,800.00	102,154.00
121	Wages - Overtime/Doubletime	261.07		6.63	7.00	
151	Employer Contrib - Health	26,733.92	24,782.00		24,782.00	27,161.00
152	Employer Contrib - Life	143.89	126.00		126.00	160.00
153	Employer Contrib - Dental	1,448.16	1,472.00		1,472.00	1,542.00
154	Employer Contrib - Retirement	8,866.49	10,897.00		10,897.00	11,176.00
155	Employer Contrib - FICA	10,555.28	13,076.00		12,574.00	13,247.00
157	Employer Contrib - Vision	207.60	221.00		221.00	200.00
161	Employer Contrib - Work Comp	4,303.63	3,019.00		5,632.00	5,933.00
203	Contract Svcs - Temp Staffing	2,041.70	2,300.00	3,257.25	3,600.00	2,500.00
205	Contract Svcs - Entertainment	4,644.10	4,100.00	4,517.10	3,900.00	3,000.00
216	Professional Svcs - Management	1,484.00				
221	Utility -Telephone Services	871.89	1,200.00	736.33	900.00	1,000.00
241	Repair/Maint - Office Equip		150.00			150.00
250	Pmts to Other Municipal Entity		100.00			100.00
291	Other Services - Printing	6,440.08	6,300.00	6,436.04	6,600.00	6,700.00
292	Other Services - Publishing	26.96				
293	Other Services - Advertising	524.88	400.00	441.00	441.00	460.00
295	Other Services - Vehicle/Equip Rental	2,749.72	2,900.00	1,816.28	2,100.00	2,256.00
300	Supplies - Department	9,127.24	13,000.00	9,903.95	10,000.00	10,500.00
310	Supplies - Office	740.17	1,000.00	585.19	1,000.00	1,000.00
311	Supplies - Postage	5,671.86	5,100.00	5,317.42	5,700.00	5,800.00
315	Supplies - Tools & Equip		150.00		500.00	100.00
316	Supplies - Promotional		1,000.00			500.00
320	Dues/Memberships/Licenses	921.83	600.00	626.08	700.00	700.00
322	Periodicals/Subscriptions		100.00			50.00
331	Travel Expense - Mileage		150.00			100.00
337	Training - Registrations	393.00	600.00	563.00	500.00	600.00
338	Training - Lodging/Meals	565.79	300.00	419.32	300.00	300.00
513	Insurance - Property	1,070.00	1,070.00	1,070.00	1,070.00	1,070.00
Total - RECREATION DEPARTMENT (55-??-201)		230,064.93	264,924.00	198,210.27	257,390.00	269,459.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Recreation Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	000-55201-000	9/30/2008
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>		
To provide a comprehensive variety of safe, affordable and enjoyable year-round recreation programs for residents of all ages. Educate the general public on the positive benefits of regularly engaging in recreational pursuits and how recreation services enhance the quality of live for City residents.	-Coed Adult Softball remains very popular. -Started "Smith Park Summer Scamper" with postive feedback. -Solid summer recreational program, lead by an experienced supervisor and staff. -Started "Brain Walk" event collaboratively with Menasha Library Youth Department. -Established more effective program advertising through schools.		
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2009 PROGRAM - BUDGET OBJECTIVES</u>		
	-Continue effective promotion of events/programs through schools. -Improve/expand Smith Park Winter Gala. -Improve the quality of new events started last summer.		
<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>
TAXES	\$0.00	\$0.00	Clerk Steno II
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Director
INTERGOV REVENUE	\$0.00	\$0.00	Seasonal/PT Workers
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	TOTAL
			6.25
			6.25

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Recreation Department	PREPARED BY Brian Tungate
		BUDGET NUMBER 000-55201-000	DATE 9/30/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	Director of Parks, Recreation, Forestry and Cemeteries	71000.00	71000.00
	TOTAL	\$71,000.00	\$71,000.00
120	Wages - Straight Time		

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Recreation Department	PREPARED BY Brian Tungate
		BUDGET NUMBER 000-55201-000	DATE 9/30/2008
	Clerk Steno II: Figure indicates one-half of wages, other half realized in Community Development budget: \$19,240 Recreation Program Supervisor: Duties include planning and over-seeing Summer Rec. programs and supervising staff: \$7,980	102154.00	102154.00
	Program Coordinator and office fill-in wages (Tiny Tots head instructor, exercise class instructor, office assistant as needed. { \$9,235 + 3360 }): \$12,595		
	Wages paid to part-time or seasonal employees including program instructors, coaches, and summer leaders.		
	Summer Programs - Playground Instructors (5): \$11,733 Gymnastics Instructors (3): \$5,592 Baseball/Softball Instructors (3): \$7,415 Tennis Instructors (3): \$8,211 Men's/Coed Softball Umpires (8-12): \$8,213 Scorekeepers (6-7): \$1,989 Softball Field Supervisor: \$1,755		
	Fall/Winter Programs - Flag Football Coordinator (1): \$255 Tiny Tots Assistant Instructor (1): \$4,400 Dance Instructors (2) \$895 Ice Rink Attendants - Hart Park (6): \$2,300 Skatepark Attendants (3-4): \$2,840 Men's Basketball Officials (3-4): \$1,755 Men's Basketball Scorekeepers (3-4): \$426 Men's Basketball Gym Supervisor (1): \$1,075 Feel 'n Fit Instructor (1): \$939 Open Swim Lifeguard (1): \$190 Open Gym Supervisor (2): \$870 Fieldtrip/Event Workers: \$1,486		
	TOTAL	\$102,154.00	\$102,154.00
151	Employer Contrib - Health		
	Director and half of Clerk Steno II	27161.00	27161.00
	TOTAL	\$27,161.00	\$27,161.00
152	Employer Contrib - Life		

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Recreation Department	Brian Tungate	
		BUDGET NUMBER	DATE	
		000-55201-000	9/30/2008	
			160.00	160.00
		TOTAL	\$160.00	\$160.00
153	Employer Contrib - Dental			
			1542.00	1542.00
		TOTAL	\$1,542.00	\$1,542.00
154	Employer Contrib - Retirement			
			11176.00	11176.00
		TOTAL	\$11,176.00	\$11,176.00
155	Employer Contrib - FICA			
			13247.00	13247.00
		TOTAL	\$13,247.00	\$13,247.00
157	Employer Contrib - Vision			
			200.00	200.00
		TOTAL	\$200.00	\$200.00
161	Employer Contrib - Work Comp			
			5933.00	5933.00
		TOTAL	\$5,933.00	\$5,933.00
203	Contract Svcs - Temp Staffing			
	Examples include:		2500.00	2500.00
	-Grunski-Runski road race, computerized registration and timing services: \$1,200			
	-Golf classes taught by PGA Professional: \$300			
	-Skateboard Lesson Instruction: \$400			
	-Pacesetters Running Club: \$150 for Grunski Runski race set up.			
		TOTAL	\$2,500.00	\$2,500.00
205	Contract Svcs - Entertainment			
	Bus Trips (transportation and tickets) to places like Noah's Ark, Brewer Game, etc. Costs offset through fees, destinations subject to change: \$2,000		4000.00	3000.00
	Performances in the Park (co-sponsored with Library) and other entertainers: \$1,200			
	Entertainment for Holiday Hayride and other events: \$400			
	Game rentals for special events: \$400			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Recreation Department	PREPARED BY Brian Tungate	
		BUDGET NUMBER 000-55201-000	DATE 9/30/2008	
		TOTAL	\$4,000.00	\$3,000.00
221	Utility -Telephone Services Includes office telephones and cell phones.		1000.00	1000.00
		TOTAL	\$1,000.00	\$1,000.00
241	Repair/Maint - Office Equipment		150.00	150.00
		TOTAL	\$150.00	\$150.00
250	Payments to Other Municipal Entities Occasional facility rental or related charges for use of non-city facilities.		100.00	100.00
		TOTAL	\$100.00	\$100.00
291	Other Services - Printing Spring/Summer Rec. Brochure: \$3,500 Fall and Winter Rec. Brochures: \$2,500 Grunski Runski Race Flyer: \$400 Miscellaneous office forms: \$300		6700.00	6700.00
		TOTAL	\$6,700.00	\$6,700.00
293	Other Services - Advertising One (1) newspaper ad for Grunski Runski: \$460		460.00	460.00
		TOTAL	\$460.00	\$460.00
295	Other Services - Vehicle/Equip Rental Summer car and occasional van use.		2400.00	2256.00
		TOTAL	\$2,400.00	\$2,256.00
300	Supplies - Department All supplies purchased by Recreation division. Major expenditures include: softballs for adult programs, t-shirts for youth baseball and Grunski-Runski road race, league trophies and awards, athletic supplies, playground games, supplies for many special events and arts and crafts materials. First-aid supplies, including bloodborne pathogen clean-up kits and employee Hepatitis vaccines. Budget offset by approximately \$2,000-\$3,000 in donations for baseball t-shirts.		11500.00	10500.00
		TOTAL	\$11,500.00	\$10,500.00
310	Supplies - Office Stationary, envelopes and misc. office supplies used by the department, including additional computer supplies and storage cabinet for office.		1000.00	1000.00
		TOTAL	\$1,000.00	\$1,000.00
311	Supplies - Postage			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Recreation Department	PREPARED BY Brian Tungate	
		BUDGET NUMBER 000-55201-000	DATE 9/30/2008	
	Major costs are mailing out Summer and Fall/Winter program brochures. Direct mailing has proven to yield higher registration revenue.		5800.00	5800.00
	TOTAL		\$5,800.00	\$5,800.00
315	Supplies - Tools & Equip			
	Occasional items needed for a youth recreation or adult sports program.		100.00	100.00
	TOTAL		\$100.00	\$100.00
316	Supplies - Promotional			
	Positive Youth Development Grant Program		500.00	500.00
	TOTAL		\$500.00	\$500.00
320	Dues/Memberships/Licenses			
	Professional membership in: WI Park & Rec. Association: \$200 Nat'l Rec. & Park Association: \$200 ASCAP License Fee: \$300		700.00	700.00
	TOTAL		\$700.00	\$700.00
322	Periodicals/Subscriptions			
			50.00	50.00
	TOTAL		\$50.00	\$50.00
331	Travel Expense - Mileage			
	Mileage charges for occasional use of personal vehicle (usually summer).		100.00	100.00
	TOTAL		\$100.00	\$100.00
337	Training - Registrations			
	Includes all educational seminars, conferences and classes for PRD staff. WPRA State Conference: \$250 WPRA Spring Workshop: \$100 WPRA Summer Park Tour: \$150 Misc. Schooling/Workshops (Director and Clerk Steno II): \$100		600.00	600.00
	TOTAL		\$600.00	\$600.00
338	Training - Lodging/Meals			
	Usually related to training in sub-account 337. Includes funds for pizza during evening training put on by CVMIC, December Park Board and Grunski Runski staff meetings.		300.00	300.00
	TOTAL		\$300.00	\$300.00
513	Insurance - Property			
			1070.00	1070.00
	TOTAL		\$1,070.00	\$1,070.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
GENERAL FUND						
PARKS DEPARTMENT (55-??-202)						
110	Salaries - Straight Time	\$72,237.38	\$70,359.00	\$61,477.18	\$70,359.00	\$73,800.00
120	Wages - Straight Time	281,796.60	349,719.00	302,551.85	310,019.00	361,134.00
121	Wages - Overtime/Doubletime	21,644.73	20,000.00	25,809.91	22,000.00	23,000.00
151	Employer Contrib - Health	112,859.24	92,734.00		83,004.00	120,947.00
152	Employer Contrib - Life	186.47	134.00		101.00	150.00
153	Employer Contrib - Dental	8,065.49	6,675.00		5,976.00	8,523.00
154	Employer Contrib - Retirement	40,129.00	43,854.00		39,179.00	45,984.00
155	Employer Contrib - FICA	28,216.86	33,668.00		29,882.00	35,874.00
157	Employer Contrib - Vision	1,033.52	1,048.00		664.00	1,091.00
161	Employer Contrib - Work Comp	12,658.82	16,323.00		14,609.00	16,072.00
162	Employer Contrib - Unemploy Comp			2,077.66	2,000.00	
203	Contract Svcs - Temp Staffing			584.00	584.00	
204	Contract Svcs - Mechanical Sys	3,327.25	6,500.00	10,586.11	6,000.00	6,500.00
206	Contract Svcs - Lawn/Tree Care	1,316.30	1,100.00	1,296.60	1,100.00	1,200.00
209	Contract Svcs - Sanitation	2,576.75	1,400.00	2,466.89	2,400.00	2,500.00
212	Professional Svcs - Engineering					15,000.00
215	Professional Svcs - Medical	128.29		223.00	223.00	
216	Professional Svcs - Management	89.00		16,210.30	10,000.00	9,000.00
221	Utility -Telephone Services	2,803.20	2,600.00	2,691.72	2,900.00	3,000.00
223	Utility - Electricity	38,411.88	37,000.00	44,680.67	38,800.00	39,300.00
224	Utility - Heat	9,135.89	10,000.00	10,261.82	10,500.00	11,000.00
225	Utility - Water/Sewer/Hydrant	11,331.56	11,500.00	12,125.82	11,900.00	12,100.00
240	Repair/Maint - Buildings	26,589.70	18,000.00	19,344.64	20,000.00	21,000.00
242	Repair/Maint - Tools and Equip	338.89		652.12	652.00	2,600.00
243	Repair/Maint - Specialized Equip	2,611.77	2,500.00	2,154.13	1,900.00	
244	Repair/Maint - Small Projects	4,250.47	3,000.00	4,427.00	3,000.00	4,000.00
291	Other Services - Printing	1,940.38	2,200.00	1,866.46	2,200.00	2,300.00
295	Other Services - Vehicle/Equip Rental	120,296.36	122,000.00	112,827.56	122,000.00	122,215.00
300	Supplies - Department	31,388.04	30,000.00	32,515.78	30,000.00	26,000.00
310	Supplies - Office	300.21	400.00	289.40	350.00	400.00
311	Supplies - Postage	253.59	75.00	52.76	50.00	75.00
313	Supplies - Housekeeping	5,421.30	4,300.00	4,797.70	4,600.00	5,000.00
315	Supplies - Tools & Equip	8,925.91	14,000.00	14,687.74	14,000.00	9,000.00
320	Dues/Memberships/Licenses	110.00	525.00	80.00	100.00	200.00
331	Travel Expense - Mileage		50.00			50.00

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OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
337	Training - Registrations	\$180.00	\$800.00	\$10.00	\$400.00	\$600.00
338	Training - Lodging/Meals	35.42	150.00	108.30	99.00	250.00
339	Training - Other Expenses		50.00	18.00	18.00	50.00
513	Insurance - Property	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00
805	Capital Outlay - Other Equipment		18,500.00	8,274.92	18,000.00	5,000.00
822	Capital Projects - Construction	1,796.24	74,000.00	57,480.26	74,000.00	24,000.00
	Total - PARKS DEPARTMENT (55-??-202)	856,286.51	999,064.00	756,530.30	957,469.00	1,012,815.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Parks Department	Brian Tungate Robert Huss
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	000-55202-000	9/30/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
The primary goal of this division is to maintain the current park system which consists of 19 parks and other related areas, totaling over 157 acres (excluding Heckrodt Wetland Reserve), which includes the downtown area. New parks, trails and greenspaces have made the task of developing and maintaining these areas more challenging.	-Rehabilitated 4 tennis courts at Pleasants Park. -Installed bike/pedestrian trail access to Barker Farm Park from Carpenter Street. -Completed several small "target hardening" projects. -Added late night seasonal position to help curb vandalism.		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
-Continue planning efforts with Town of Harrison, City of Appleton and other interested municipalities on a joint park near Manitowoc Road and Lake Park Road. -Jefferson Park will be the focus of several small improvement projects. -Continue planning for a vital public riverside greenspace at the old Gilbert Paper site which may lead to obtaining a Brownfield grant for clearing and/or reuse of some buildings. Begin developing a consensus on what the park will look like and its positive economic visitor impact on the city.	-Draft/approve a resolution of support for joint community park on the city's far east side. -Time permitting; pursue a trail connection from Natures Way to the Conservancy. -Engage Menasha School District officials in discussion on upgrading shared athletic facilities. -Provide list of Capital Improvement projects for future consideration.		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE
TAXES	\$0.00	\$0.00	Admin. Asst. (Garage)
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Asst. Bldg. & Park Supt.
INTERGOV REVENUE	\$0.00	\$0.00	Common Laborer
LICENSES & PERMITS	\$0.00	\$0.00	Facility/Pool Tech.
FINES & FORFEITS	\$0.00	\$0.00	Late Night Seasonal (1)
PUBLIC CHARGES	\$0.00	\$0.00	Park Caretakers (6)
MISCELLANEOUS	\$0.00	\$0.00	Park Laborer/Custodian
			Park Superintendent
			Seasonal Laborers (5)
TOTAL	\$0.00	\$0.00	TOTAL
			10.39
			10.39

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time			
	Superintendent of Parks, Forestry and Cemeteries: \$62,300	73800.00		73800.00
	Assistant Building & Parks Superintendent (20%): \$11,500			
	TOTAL	\$73,800.00		\$73,800.00
120	Wages - Straight Time			
	Park Division Employees	372134.00		361134.00
	(1) Facilities/Pool Technician less 10% charged to Marina: \$44,404			
	(6) Park Caretakers: (less 10% of three Caretakers charged to Forestry budget): \$262,967			
	(1) Common Laborer (.50) Parks Department shares individual with Street Department (less 25% charged to Resthaven budget): \$10,020			
	(1) Share of Park Laborer/Custodian Position (60%) (less 10% charged to Marina budget): \$19,916			
	(1) Late Night Summer Seasonal position began in 2008. Helped curb vandalism concerns: \$5,358			
	(5) Summer Seasonal Laborers (570 hours), one each at Smith, Jefferson, Koslo and two floaters (less one laborer charged to Resthaven budget): \$21,432			
	(1) 20% Administrative Assistant at Garage charged to Parks: \$8,037			
	TOTAL	\$372,134.00		\$361,134.00
121	Wages - Overtime/Doubletime			
	Includes routine weekend park and shelter clean-up. Hours can vary based on number and size of reservations, weddings and park special events. Also for spring grass cutting, pool start-up and tree planting.	23000.00		23000.00
	TOTAL	\$23,000.00		\$23,000.00
151	Employer Contrib - Health			
		136969.00		120947.00
	TOTAL	\$136,969.00		\$120,947.00
152	Employer Contrib - Life			
		150.00		150.00
	TOTAL	\$150.00		\$150.00
153	Employer Contrib - Dental			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
			8523.00	8523.00
		TOTAL	\$8,523.00	\$8,523.00
154	Employer Contrib - Retirement			
			45984.00	45984.00
		TOTAL	\$45,984.00	\$45,984.00
155	Employer Contrib - Retirement			
			35874.00	35874.00
		TOTAL	\$35,874.00	\$35,874.00
157	Employer Contrib - Vision			
			1091.00	1091.00
		TOTAL	\$1,091.00	\$1,091.00
161	Employer Contrib - Work Comp			
			16072.00	16072.00
		TOTAL	\$16,072.00	\$16,072.00
204	Contract Svcs - Mechanical Systems			
	Includes heating services contract, swim area bouy placement, large equipment rental, etc.		6500.00	6500.00
		TOTAL	\$6,500.00	\$6,500.00
206	Contract Svcs - Lawn Care			
	Periodic application of fertilizer and weed control on priority areas like Smith Park gardens.		1200.00	1200.00
		TOTAL	\$1,200.00	\$1,200.00
209	Contract Svcs - Sanitation			
	Portable toilets throughout the park system.		2500.00	2500.00
		TOTAL	\$2,500.00	\$2,500.00
212	Professional Svcs - Engineering			
	A portion of combined engineering/design services for the Gilbert riverfront park site and shoreline. Additional funding sources will need to be secured. Land appraisal services may also be required at the Gilbert site and for a jointly supported future park site on the city's far east side.		20000.00	15000.00
		TOTAL	\$20,000.00	\$15,000.00
216	Professional Svcs - Management			
	Lake Park Villas Homeowners Association - charges for city's portion of landscape and trail maintenance.		9000.00	9000.00
		TOTAL	\$9,000.00	\$9,000.00
221	Utility -Telephone Services			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
	Expenses incurred at park maintenance building, Koslo, Memorial Building, Clovis Grove, Hart and Barker Farm parks plus monthly charge for Park Supt. Cellular telephone and maintenance staff cell phones.		3000.00	3000.00
	TOTAL		\$3,000.00	\$3,000.00
223	Utility - Electricity			
	Electrical expenses for the entire park system, including lighting at all athletic fields and tennis courts, Koslo and Jefferson ball diamonds, Memorial Building, Isle of Valor and Trestle Trail. Includes light maintenance leases with Menasha Utilities for Koslo Park and Jefferson Park roadway.		39300.00	39300.00
	TOTAL		\$39,300.00	\$39,300.00
224	Utility - Heat			
	All park buildings, including Memorial Building.		11000.00	11000.00
	TOTAL		\$11,000.00	\$11,000.00
225	Utility - Water/Sewer/Hydrant			
			12100.00	12100.00
	TOTAL		\$12,100.00	\$12,100.00
240	Repair/Maint - Buildings			
	All repair and maintenance of park structures, fountains, paint, plumbing, electrical and carpentry supplies, including Memorial Building.		21000.00	21000.00
	TOTAL		\$21,000.00	\$21,000.00
242	Repair/Maint - Tools and Equipment			
	Includes repair and maintenance of playground equipment, benches, tables, radios, chainsaws, push-mowers, weed eaters, etc. Street Department mechanics perform repairs.		2600.00	2600.00
	TOTAL		\$2,600.00	\$2,600.00
244	Repair/Maint - Small Projects			
	Focus on Jefferson Park. Some highlighted projects include: west diamond spectator fencing, batters box rehab to reduce maintenance time, shoreline seeding, partial funding for these projects will also show up in sub account #300.		4000.00	4000.00
	TOTAL		\$4,000.00	\$4,000.00
291	Other Services - Printing			
	Boat launch envelopes, stickers, etc.		2300.00	2300.00
	TOTAL		\$2,300.00	\$2,300.00
295	Other Services - Vehicle/Equip Rental			
	Equipment replacement and useage charges from City Equipment Replacement Program. Rate increase expected in 2009.		130000.00	122215.00
	TOTAL		\$130,000.00	\$122,215.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
300	Supplies - Department Includes flowers, dirt, signs, woodchips, concrete, lumber, and other landscape supplies. Includes funds to continue conversion to low maintenance rubberized or similar soft playground surfacing.		31000.00	26000.00
		TOTAL	\$31,000.00	\$26,000.00
310	Supplies - Office		400.00	400.00
		TOTAL	\$400.00	\$400.00
311	Supplies - Postage		75.00	75.00
		TOTAL	\$75.00	\$75.00
313	Supplies - Housekeeping Cleaning supplies - soaps, cleansers, mops, brooms, paper towels, and tissue.		5400.00	5000.00
		TOTAL	\$5,400.00	\$5,000.00
315	Supplies - Tools & Equip Hand and power tools, also covers the cost of uniforms and foul weather gear for full-time maintenance staff, park technician's tool allowance, and any increases per union contract. Highlighted items include: concrete saw \$850, towable mortar mixer \$3,100, small litter vacuum \$400 and sod cutter \$3,500.		9000.00	9000.00
		TOTAL	\$9,000.00	\$9,000.00
320	Dues/Memberships/Licenses WPRA Membership		200.00	200.00
		TOTAL	\$200.00	\$200.00
331	Travel Expense - Mileage		50.00	50.00
		TOTAL	\$50.00	\$50.00
337	Training - Registrations WPRA Conference: \$200 Misc. Schooling and Staff Training: \$400		600.00	600.00
		TOTAL	\$600.00	\$600.00
338	Training - Lodging/Meals Usually related to training in sub-account 337		250.00	250.00
		TOTAL	\$250.00	\$250.00
339	Training - Other Expenses		50.00	50.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
		TOTAL	\$50.00	\$50.00
513	Insurance - Property		3900.00	3900.00
		TOTAL	\$3,900.00	\$3,900.00
805	Capital Outlay - Other Equipment			
	Small play equipment upgrade at Jefferson Park in conjunction with poured in place surfacing. (sub account #822).		5000.00	5000.00
		TOTAL	\$5,000.00	\$5,000.00

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss
	BUDGET NUMBER 000-55202-000	DATE
<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991)</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
2009 With a budget focus on Jefferson Park, install poured in place surfacing on approximately half of the chipped area under the parks play equipment. Park Crew has become adept at installing this cost saving, safer, more handicapped accessible surface.	24000.00	24000.00
TOTAL	\$24,000.00	\$24,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$24,000.00	\$24,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
SWIMMING POOL (55-??-203)						
120	Wages - Straight Time	\$73,429.49	\$81,968.00	\$81,936.02	\$81,819.00	\$83,269.00
121	Wages - Overtime/Doubletime	126.98				
155	Employer Contrib - FICA	5,524.75	6,270.00		6,259.00	6,371.00
161	Employer Contrib - Work Comp	2,521.05	3,106.00		2,804.00	2,854.00
204	Contract Svcs - Mechanical Sys	2,752.25	2,500.00	268.25	2,000.00	2,500.00
212	Professional Svcs - Engineering					4,800.00
221	Utility -Telephone Services	636.70	740.00	713.49	720.00	750.00
223	Utility - Electricity	8,877.48	8,800.00	8,752.29	9,200.00	9,300.00
224	Utility - Heat	18,889.37	17,500.00	30,346.69	27,500.00	27,000.00
225	Utility - Water/Sewer/Hydrant	13,260.84	13,500.00	14,172.70	13,400.00	13,600.00
240	Repair/Maint - Buildings	9,349.26	5,700.00	3,808.44	5,500.00	5,700.00
242	Repair/Maint - Tools and Equip	51.88		435.25	435.00	
243	Repair/Maint - Specialized Equip	6,258.65	5,000.00	12,787.88	12,760.00	6,000.00
244	Repair/Maint - Small Projects	29.99		15.83	16.00	
291	Other Services - Printing	209.35	200.00	40.00	40.00	150.00
293	Other Services - Advertising		200.00			150.00
295	Other Services - Vehicle/Equip Rental	61.06				
300	Supplies - Department	18,750.06	18,800.00	20,235.63	20,500.00	21,000.00
310	Supplies - Office	1,927.22	3,600.00	1,807.41	2,600.00	3,200.00
313	Supplies - Housekeeping	2,586.31	1,800.00	1,723.04	1,750.00	1,800.00
315	Supplies - Tools & Equip	1,803.08	2,750.00	2,278.29	2,500.00	2,500.00
317	Supplies - Concessions	12,837.13	13,500.00	12,622.45	13,000.00	13,500.00
320	Dues/Memberships/Licenses	637.25	650.00	493.00	493.00	650.00
337	Training - Registrations	240.00	350.00	98.16	99.00	350.00
338	Training - Lodging/Meals	157.51	250.00	85.82	86.00	200.00
513	Insurance - Property	1,680.00	1,680.00	1,680.00	1,680.00	1,680.00
821	Capital Projects - Buildings					16,000.00
822	Capital Projects - Construction		25,000.00	26,068.26	23,000.00	
Total - SWIMMING POOL (55-??-203)		182,597.66	213,864.00	220,368.90	228,161.00	223,324.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Swimming Pool	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	000-55203-000	10/1/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
The goal of the Municipal Swimming Pool continues to be to provide safe, affordable and enjoyable aquatic recreation and swim instruction to the residents of the community. Warm temperatures always equate to a better bottom line at the pool. Decisions will need to be made on how to address a myriad of maintenance concerns at this aging facility.	Pool Number Comparison	2007	2008
	Family Passes	292	186
	Limited Use Passes	66	56
	Adult Morning Swim Passes	22	24
	Swimming Lesson Enrollment	641	615
	Attendance	25,222	21,486
	-Pool code changes went into effect in 2008. One change which added expense was the requirement to have a certified lifeguard on top of the drop slide.		
	-Pool tank will be sandblasted and repainted in fall 2008.		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
It is the intent to pursue a multiple year phased in approach to tackle the multitude of mechanical, plumbing and structural repairs or upgrades that are needed at the pool. This has and will continue to be done in consultation with Aquatica Design, LLC. Phase I (2009) solar collection system, boilers(2) and roofing repairs and reconfiguration. A detailed cost breakdown of this phase is outlined under sub account #822. The City may wish to bond for this work. This phase will help contain (reduce) future energy costs at the pool. A presentation on the benefits of solar panel pool water heating system will be made by Green Sky Energetics, LLC which performed a thorough site assessment of the pool. It is proposed that both the boiler that heats the shower water and the larger boiler system that heats the pool water be replaced. Both units, especially the shower water boiler, are old and inefficient. It is also proposed that the sundeck viewing area, which has proven costly to maintain and is used very little, be eliminated except for a small observation and solar display area on the west end. City crews would re-roof this section in preparation of solar panel installation. Lastly, the flat roof behind the sundeck is also targeted for solar panel installation. However, before this occurs, the rubber membrane which covers this section needs to be replaced along with creating positive roof drainage.	-Staff has come up with several new ideas on how to cost effectively deal with future mechanical, structural and plumbing repairs at the pool. It is proposed that funds be expended to hire Aquatica Design, LLC to evaluate and recommend a phased in course of action.		
	-Free Admission day was well received and will be offered earlier in the season. Other promotions to boost attendance will be considered.		

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS			FUND	BUDGET NAME	PREPARED BY
			General Fund	Swimming Pool	Brian Tungate
			FUNCTION	BUDGET NUMBER	DATE
			Culture and Recreation	000-55203-000	10/1/2008
<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Sesonal Part-Time Staff	3.43	3.43
SPECIAL ASSESSMENTS	\$0.00	\$0.00	TOTAL	3.43	3.43
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00			

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY
		Swimming Pool	Brian Tungate
		BUDGET NUMBER	DATE
		000-55203-000	10/1/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
120	Wages - Straight Time		
	Includes wages for seasonal staff -	83269.00	83269.00
	(1) Pool Manager: \$8,000		
	(3) Assistant Managers: \$15,252		
	(6) Instructors/Guards: \$23,460		
	(8) Lifeguards: \$14,415		
	(8) Attendant/Cashiers: \$16,472		
	(3) Concession Workers: \$5,670		
	TOTAL	\$83,269.00	\$83,269.00
155	Employer Contrib - FICA	6371.00	6371.00
	TOTAL	\$6,371.00	\$6,371.00
161	Employer Contrib - Work Comp	2854.00	2854.00
	TOTAL	\$2,854.00	\$2,854.00
204	Contract Svcs - Mechanical Systems	2500.00	2500.00
	TOTAL	\$2,500.00	\$2,500.00
212	Professional Svcs - Engineering		
	Extension of 2005 pool study performed by Aquatica Design LLC. This work will consider several new staff ideas and clearly define a phased in approach towards rehabilitating the pool to current standards with an emphasis on reducing or controlling future costs. Phase costs may be inserted into the city's new Capital Improvement budget.	4800.00	4800.00
	TOTAL	\$4,800.00	\$4,800.00
221	Utility -Telephone Services		
	Office and chemical building lines changed.	750.00	750.00
	TOTAL	\$750.00	\$750.00
223	Utility - Electricity	9300.00	9300.00
	TOTAL	\$9,300.00	\$9,300.00
224	Utility - Heat		
	To maintain a comfortable water temperature. Can vary considerably with outside temperatures. Significant rate hike in 2008. Solar water heating system under consideration will keep this line item in check in the future.	28000.00	23000.00
	TOTAL	\$28,000.00	\$23,000.00

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Swimming Pool	Brian Tungate	
		BUDGET NUMBER	DATE	
		000-55203-000	10/1/2008	
225	Utility - Water/Sewer/Hydrant			
	Can vary due to water loss.		13600.00	13600.00
		TOTAL	\$13,600.00	\$13,600.00
240	Repair/Maint - Buildings			
	Funds earmarked for things like painting, replacing pool tiles and light repair.		5700.00	5700.00
		TOTAL	\$5,700.00	\$5,700.00
243	Repair/Maint - Specialized Equipment			
	Include repair of all equipment required for pool operation including a new front pump.		6000.00	6000.00
		TOTAL	\$6,000.00	\$6,000.00
291	Other Services - Printing			
	Season passes, receipt books, timecards and flyers.		150.00	150.00
		TOTAL	\$150.00	\$150.00
293	Other Services - Advertising			
			150.00	150.00
		TOTAL	\$150.00	\$150.00
300	Supplies - Department			
	Includes purchase of calcium hypochlorite (Cal-Hypo), muratic acid and other pool chemicals.		21000.00	21000.00
		TOTAL	\$21,000.00	\$21,000.00
310	Supplies - Office			
	Lesson supplies, staff uniforms, first-aid equipment and various office supplies.		3200.00	3200.00
		TOTAL	\$3,200.00	\$3,200.00
313	Supplies - Housekeeping			
	Cleaning supplies, toilet and hand tissue, soap, brooms, mops, feminine hygiene products.		1800.00	1800.00
		TOTAL	\$1,800.00	\$1,800.00
315	Supplies - Tools & Equip			
	6 lounge chairs: \$1,650 and other bathhouse/deck equipment.		2500.00	4000.00
		TOTAL	\$2,500.00	\$4,000.00
317	Supplies - Concessions			
	Concessions purchased for resale.		13500.00	13500.00
		TOTAL	\$13,500.00	\$13,500.00
320	Dues/Memberships/Licenses			

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Swimming Pool	Brian Tungate	
		BUDGET NUMBER	DATE	
		000-55203-000	10/1/2008	
	State Emergency Response, Food Permit, Restaurant Licence Fees, Sam's Club Memberships.		650.00	650.00
		TOTAL	\$650.00	\$650.00
337	Training - Registrations			
	WSI, PRO-CPR, Aquatic Facility (AFO), certifications costs.		350.00	350.00
		TOTAL	\$350.00	\$350.00
338	Training - Lodging/Meals			
	Costs usually related to subaccount 337. Includes \$150 for instructor and staff appreciation functions (food included).		200.00	200.00
		TOTAL	\$200.00	\$200.00
513	Insurance - Property			
			1680.00	1680.00
		TOTAL	\$1,680.00	\$1,680.00
821	Capital Projects - Buildings			

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES	BUDGET NAME	PREPARED BY	
	Swimming Pool	Brian Tungate	
	BUDGET NUMBER	DATE	
	000-55203-000	10/1/2008	
Solar Panel System to supplement a new (proposed) natural gas boiler system to heat the pool water - The proposed system will place unglazed solar panels on the bathhouse/concession roof, chemical feed building roof and on top of a City built support structure behind the chemical feed building. 5,100 square feet of panels will be installed and will be capable of supplying an estimated 30% of the energy necessary to heat the pool water to at or near 78 degrees. Had this system been in place for 2008, the City would have realized nearly \$9,000 in savings based on a conservative \$29,000 natural gas bill. Payback on this system should be less than 10 years. \$90,000	282000.00	16000.00	
High Efficiency (95%) 3-Unit Boiler System (replaces old unit) - 700,000 BTU's per boiler. Considered a "green" design because it has a modulating system whereby each unit can operate separately or together at lower capacity if needed. \$68,000			
New boiler to heat shower water (replaces old unit) \$16,000			
Materials needed to replace and re-roof the sundeck viewing area and to construct a support structure to hold solar panels behind the chemical feed building (City crews to perform the work). \$8,000			
Replace roof On north half of bathhouse and concession area. Install .060 ml EPDM membrane and tapered insulation to promote positive drainage. \$100,000			
If funds were to be bonded for work in 2009, \$300,000 is recommended.			
TOTAL: \$282,000	TOTAL	\$282,000.00	\$16,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
HECKRODT WETLANDS RESERVE (55-??-209)						
216	Professional Svcs - Management	\$5,300.00	\$5,300.00	\$5,300.00	\$5,300.00	\$5,300.00
240	Repair/Maint - Buildings	3,500.00	4,000.00	3,500.00	3,500.00	3,500.00
513	Insurance - Property	75.00	75.00	75.00	75.00	75.00
Total - HECKRODT WETLANDS RESERVE (55-??-2)		8,875.00	9,375.00	8,875.00	8,875.00	8,875.00
GENERAL FUND						
LIFT BRIDGES (55-??-215)						
110	Salaries - Straight Time		3,510.00	1,633.68	3,510.00	3,660.00
120	Wages - Straight Time	80,751.09	50,025.00	58,066.21	52,000.00	48,090.00
121	Wages - Overtime/Doubletime	24,687.14	10,310.00	14,920.03	15,000.00	8,350.00
151	Employer Contrib - Health	23,876.76	25,397.00		25,400.00	17,745.00
153	Employer Contrib - Dental	3,315.12	3,198.00		3,200.00	1,440.00
154	Employer Contrib - Retirement	9,872.15	5,850.00		6,950.00	5,500.00
155	Employer Contrib - FICA	8,037.90	4,880.00		5,395.00	4,600.00
157	Employer Contrib - Vision	374.16	280.00		280.00	195.00
161	Employer Contrib - Work Comp	3,494.66	2,135.00		2,165.00	1,845.00
162	Employer Contrib - Unemploy Comp	34,497.66	30,000.00	33,879.00	35,000.00	17,000.00
207	Contract Svcs - Pest Control			50.00	50.00	
215	Professional Svcs - Medical			356.00	600.00	
216	Professional Svcs - Management	1,076.50	700.00	154.00		700.00
221	Utility -Telephone Services	403.16	400.00	515.75	420.00	425.00
223	Utility - Electricity	4,091.06	3,000.00	5,180.90	4,200.00	5,000.00
225	Utility - Water/Sewer/Hydrant	371.58	450.00	478.60	430.00	500.00
295	Other Services - Vehicle/Equip Rental	173.44	650.00		650.00	700.00
300	Supplies - Department	524.21	200.00	74.92	200.00	200.00
311	Supplies - Postage	19.52	25.00		25.00	25.00
313	Supplies - Housekeeping	78.98	100.00	60.55	70.00	100.00
315	Supplies - Tools & Equip		100.00			100.00
513	Insurance - Property	520.00	520.00	520.00	520.00	520.00
801	Capital Outlay - Computer Equip	540.00				
822	Capital Projects - Construction	9,135.60				
Total - LIFT BRIDGES (55-??-215)		205,840.69	141,730.00	115,889.64	156,065.00	116,695.00

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<p align="center">CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS</p>			<p>FUND General Fund</p>	<p>BUDGET NAME Heckrodt Wetland Rese</p>	<p>PREPARED BY Brian Tungate</p>
			<p>FUNCTION Culture and Recreation</p>	<p>BUDGET NUMBER 000-55209-000</p>	<p>DATE 10/1/2008</p>
<p><u>PROGRAM - BUDGET RESPONSIBILITIES</u></p> <p>The City will support the Reserve operation by making a lump sum funding contribution to HWR, Inc. HWR land and buildings are owned by the City, but operated by a non-profit organization (HWR, Inc.). This operation agreement has proven mutually beneficial to both entities and to the residents of Menasha.</p>			<p><u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u></p>		
<p><u>2009 PROGRAM - BUDGET FUNDING REQUEST</u></p> <p>TOTAL ALLOCATION DIRECTLY TO HWR, INC : \$8,800. Amount has remained unchanged for nine years.</p>			<p><u>2009 PROGRAM - BUDGET OBJECTIVES</u></p> <p>Pursue cooperative bike/pedestrian trailside improvements west of Lopas pond. A pond overlook and berm re-landscaping have been suggested. Some form of trail lighting will be a future consideration.</p>		
<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Park Caretaker	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Lift Bridges	PREPARED BY Mark Radtke Jeff Nieland	
		BUDGET NUMBER 000-55215-000	DATE	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
216	Professional Svcs - Management			
	Pump Tayco holding tank: \$700	700.00		700.00
	TOTAL	\$700.00		\$700.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
CIVIC COMMEMORATIONS (55-??-221)						
202	Contract Svcs - Vending/Catering		\$1,200.00	\$1,026.68	\$1,200.00	\$1,200.00
216	Professional Svcs - Management	22,600.00	20,000.00	24,600.00	24,600.00	19,000.00
223	Utility - Electricity	101.76	110.00	103.78	115.00	125.00
292	Other Services - Publishing	68.88	70.00	75.68	76.00	80.00
300	Supplies - Department	403.08				1,500.00
310	Supplies - Office	332.94		229.89	225.00	250.00
316	Supplies - Promotional	3,104.27	2,000.00	1,642.28	1,600.00	1,800.00
513	Insurance - Property	10.00	10.00	10.00	10.00	10.00
Total - CIVIC COMMEMORATIONS (55-??-221)		26,620.93	23,390.00	27,688.31	27,826.00	23,965.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
FORESTRY (56-??-101)						
120	Wages - Straight Time	\$6,183.34	\$13,325.00	\$10,682.90	\$12,000.00	\$11,760.00
121	Wages - Overtime/Doubletime			183.62	170.00	
151	Employer Contrib - Health	1,616.50	3,865.00		3,480.00	4,330.00
152	Employer Contrib - Life	2.09	30.00		26.00	30.00
153	Employer Contrib - Dental	109.22	233.00		200.00	270.00
154	Employer Contrib - Retirement	660.49	1,403.00		1,260.00	1,220.00
155	Employer Contrib - FICA	464.42	1,013.00		918.00	900.00
157	Employer Contrib - Vision	13.75	56.00		42.00	50.00
161	Employer Contrib - Work Comp	211.93	491.00		360.00	400.00
206	Contract Svcs - Lawn/Tree Care	7,495.00	14,700.00	15,896.51	14,500.00	12,500.00
295	Other Services - Vehicle/Equip Rental	3,463.88	4,400.00	8,490.89	7,000.00	4,359.00
300	Supplies - Department	10,165.03	9,000.00	6,183.59	8,000.00	7,650.00
513	Insurance - Property	10.00	10.00	10.00	10.00	10.00
Total - FORESTRY (56-??-101)		30,395.65	48,526.00	41,447.51	47,966.00	43,479.00

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<p align="center">CITY OF MENASHA</p> <p align="center">2009 PROGRAM REQUEST - OPERATIONS BUDGET</p> <p align="center">PROGRAM COMMENTS</p>			FUND	BUDGET NAME	PREPARED BY
			General Fund	Forestry	Brian Tungate Robert Huss
			FUNCTION	BUDGET NUMBER	DATE
			Conservation and Devel	000-56101-000	10/1/2008
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>			<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>		
<p>The services provided in this account include care of the City's urban forest, which is located primarily in parks, terraces and street right-of-ways. This care includes pruning and removal of existing trees, as well as for the purchase of trees for annual tree planting. The majority of this account is for contracted tree services in an effort to address the public trees on a yearly interval.</p>			<p>-Recognized by the National Arbor Day Foundation as a "Tree City USA" for the twenty-fifth consecutive year. Arbor Day program held at Jefferson Park and adjacent elementary school.</p> <p>-Free terrace tree planting program conducted in District 5 & 6.</p> <p>-Late fall planting targeted for the Appleton Road corridor near ShopKo.</p>		
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>			<u>2009 PROGRAM - BUDGET OBJECTIVES</u>		
<p>-Plant terrace trees where possible from Racine Street, Ninth Street to Fourth Street. Tree selection and location will be challenging.</p> <p>-Identify additional priority streets within District 7 & 8 for planting. A portion of the planting may be contracted.</p>			<p>-Continue free residential terrace tree program in Districts 7 & 8.</p> <p>-Objective is to plant at least 150 trees, approximately 50 in Districts 7 & 8 and 100 in other areas.</p>		
<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Park Caretaker (3)	0.30	0.30
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.30	0.30

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Forestry	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-56101-000	DATE 10/1/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
120	Wages - Straight Time			
	10% of 3 Park Caretakers	13841.00		11760.00
	TOTAL	\$13,841.00		\$11,760.00
151	Employer Contrib - Health	5099.00		4330.00
	TOTAL	\$5,099.00		\$4,330.00
152	Employer Contrib - Life	32.00		30.00
	TOTAL	\$32.00		\$30.00
153	Employer Contrib - Dental	315.00		270.00
	TOTAL	\$315.00		\$270.00
154	Employer Contrib - Retirement	1440.00		1220.00
	TOTAL	\$1,440.00		\$1,220.00
155	Employer Contrib - FICA	1059.00		900.00
	TOTAL	\$1,059.00		\$900.00
157	Employer Contrib - Vision	58.00		50.00
	TOTAL	\$58.00		\$50.00
161	Employer Contrib - Work Comp	475.00		400.00
	TOTAL	\$475.00		\$400.00
206	Contract Svcs - Lawn Care			
	Tree trimming contract and stump removal. Some contracted tree planting is anticipated to meet planting goals.	14700.00		12500.00
	TOTAL	\$14,700.00		\$12,500.00
295	Other Services - Vehicle/Equip Rental	5500.00		4359.00
	TOTAL	\$5,500.00		\$4,359.00
300	Supplies - Department			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Forestry	Brian Tungate Robert Huss	
		BUDGET NUMBER	DATE	
		000-56101-000	10/1/2008	
	Street and park tree purchase, includes money for other planting supplies such as dirt and mulch. Includes funds for District and identified street tree planting program.		9000.00	7650.00
		TOTAL	\$9,000.00	\$7,650.00
513	Insurance - Property			
			10.00	10.00
		TOTAL	\$10.00	\$10.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
GENERAL FUND						
COMMUNITY DEVELOPMENT (56-??-202)						
110	Salaries - Straight Time	\$115,600.56	\$122,208.00	\$123,424.96	\$124,417.00	\$110,450.00
120	Wages - Straight Time	22,998.10	28,647.00	5,260.50	26,336.00	25,910.00
121	Wages - Overtime/Doubletime		200.00			170.00
151	Employer Contrib - Health	22,229.67	17,820.00		24,639.00	17,550.00
152	Employer Contrib - Life	317.94	286.00		264.00	230.00
153	Employer Contrib - Dental	2,464.80	2,359.00		2,545.00	2,230.00
154	Employer Contrib - Retirement	14,804.74	14,844.00		15,004.00	13,060.00
155	Employer Contrib - FICA	10,410.01	11,515.00		11,326.00	10,160.00
157	Employer Contrib - Vision	285.00	297.00		294.00	240.00
161	Employer Contrib - Work Comp	426.49	439.00		493.00	410.00
212	Professional Svcs - Engineering	2,225.00	18,000.00		18,000.00	5,000.00
214	Professional Svcs - Computer	412.00		79.80		
216	Professional Svcs - Management	16,566.95	30,000.00	19,245.00	26,000.00	33,600.00
219	Professional Svcs - Appraisal	6,225.00	11,625.00		11,625.00	26,000.00
221	Utility -Telephone Services	959.44	1,000.00	580.47	1,000.00	1,000.00
241	Repair/Maint - Office Equip		100.00		100.00	100.00
244	Repair/Maint - Small Projects		100.00			
291	Other Services - Printing	1,532.74	1,500.00	1,482.90	1,000.00	2,300.00
292	Other Services - Publishing		200.00		200.00	400.00
295	Other Services - Vehicle/Equip Rental		200.00			200.00
300	Supplies - Department		500.00	338.34	500.00	500.00
310	Supplies - Office	333.39	800.00	549.80	800.00	800.00
311	Supplies - Postage	1,412.16	1,500.00	1,118.16	1,500.00	1,500.00
320	Dues/Memberships/Licenses	3,733.00	5,138.00	4,636.00	5,138.00	4,388.00
331	Travel Expense - Mileage	1,162.83	1,000.00	732.11	1,000.00	1,300.00
332	Travel Expense - Registrations	999.00	1,000.00	822.00	1,000.00	1,800.00
333	Travel Expense - Lodging/Meals	561.00	800.00	193.32	800.00	1,200.00
334	Travel Expense - Other Expense	25.25	100.00	1.25	100.00	100.00
337	Training - Registrations		100.00		100.00	100.00
513	Insurance - Property	590.00	590.00	590.00	590.00	590.00
Total - COMMUNITY DEVELOPMENT (56-??-202)		226,275.07	272,868.00	159,054.61	274,771.00	261,288.00

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<p align="center">CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS</p>	FUND	BUDGET NAME	PREPARED BY
	General Fund	Community Developme	Greg Keil
	FUNCTION	BUDGET NUMBER	DATE
	Conservation and Devel	000-56202-000	
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
Includes comprehensive land use, planning, zoning administration, redevelopment coordination, growth management, economic development, administration of housing and business loan programs, grants administration, historic preservation, TIF development and administration. Also serves in an advisory and coordinating capacity for public works projects local and regional development policy, Plan Commission, Housing Authority, Board of Appeals, Landmarks Commission, Redevelopment Authority and other planning and development organizations.	<ul style="list-style-type: none"> -Implementation of TID Project Plans. -Implementation of CDBG housing grant program. -Planning and coordination of Headwaters and Hotel Block redevelopment projects. -Development of the Natures Way affordable housing project. -Coordination of the 3rd and Racine Street redevelopment planning. -Implementation of the façade improvement program. -Participation in Calumet County Comprehensive Plan Advisory Committee -Publication of City Newsletter. -Coordination of Midway Business Park and Province Terrace land sales. -Coordination and planning for the Lake Park Villas development. -Zoning Administration & Site Plan Review. -Revision of key zoning ordinances. -Creation of computerized maps. -Customization and implementation of automated permitting program. -Development of Erosion Control and Stormwater Management ordinances in compliance with NR 151 and 252. -Participation in NEWSC-Council, Erosion Control/Stormwater Management and Information and Education Committees. -Address assignment and problem-solving. -Coordination of master planning of the former Gilbert Paper Site. -Preparation of Brownfields Grant Application for the former Gilbert Paper Site. -Creation and Implementation of TID #11 Project Plan. -Provide staff support to Smart Growth Plan consultant. -Participation in Urban Clean Sweep Marketing Committee -Assisted in application for WDNR Stormwater management permit -Coordination of remediation activities at the former American Quality Fibers site. -Production of marketing materials for Midway Business Park, Lake Park Villas, and Province Terrace commercial properties. -Utilization of LOIS for marketing city-owned commercial properties. 		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
Includes salaries and fringes for Community Development Director, Associate Planner, Planning Intern, and one-half of a secretarial position to support the department's activities.	<ul style="list-style-type: none"> -Marketing of the Midway Business Park, Lake Park Villas, Province Terrace commercial properties -Provide staff support to the Redevelopment Authority. -Administration of CDBG Housing Program. -Continuation of zoning compliance efforts & project review. -Implementation of the TID #9 Project Plan for the Province Terrace corridor development. -Implementation of the TID #11 Project Plan for the Gilbert Mill site. -Planning and Coordination of the Friendship Trail and connecting links. -Coordination of computerized mapping applications within the City. -Coordination of the Third and Racine Street corridor development. -Coordination of city addressing with the 911 system. -Smart Growth comprehensive plan development implementation and related ordinance changes, rezonings. -Planning and marketing of the former Gilbert Paper site and vicinity. -Administration of new Erosion Control and Stormwater Management Ordinances 		

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Community Developme	Greg Keil
	FUNCTION	BUDGET NUMBER	DATE
	Conservation and Devel	000-56202-000	
-Coordination of Smart Growth Plan meetings, events, public participation, provide staff support to consultant. -Explore green building and sustainable design concepts.			

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>	<u>POSITION TITLE</u>	<u>2008 # OF FTE'S</u>	<u>2009 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Associate Planner	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Clerk Steno II	0.50	0.50
INTERGOV REVENUE	\$0.00	\$0.00	Community Dev. Director	1.00	1.00
LICENSES & PERMITS	\$0.00	\$0.00	Planning Intern I	0.53	0.53
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	3.03	3.03

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Community Development	PREPARED BY Greg Keil
		BUDGET NUMBER 000-56202-000	DATE
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
110	Salaries - Straight Time		
	Community Development Director: \$78641	129307.00	110450.00
	Associate Planner: \$50,666		
	TOTAL	\$129,307.00	\$110,450.00
120	Wages - Straight Time		
	Clerk Steno II (1/2 time): \$18,383	30333.00	25910.00
	Community Development Interns (3): \$11,950		
	Community Development Site Plan \$5,200		
	TOTAL	\$30,333.00	\$25,910.00
121	Wages - Overtime/Doubletime		
	8 Hours	200.00	170.00
	TOTAL	\$200.00	\$170.00
151	Employer Contrib - Health		
		20544.00	17550.00
	TOTAL	\$20,544.00	\$17,550.00
152	Employer Contrib - Life		
		271.00	230.00
	TOTAL	\$271.00	\$230.00
153	Employer Contrib - Dental		
		2608.00	2230.00
	TOTAL	\$2,608.00	\$2,230.00
154	Employer Contrib - Retirement		
		15285.00	13060.00
	TOTAL	\$15,285.00	\$13,060.00
155	Employer Contrib - FICA		
		11899.00	10160.00
	TOTAL	\$11,899.00	\$10,160.00
157	Employer Contrib - Vision		
		280.00	240.00
	TOTAL	\$280.00	\$240.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Community Development	PREPARED BY Greg Keil	
		BUDGET NUMBER 000-56202-000	DATE	
161	Employer Contrib - Work Comp		479.00	410.00
		TOTAL	\$479.00	\$410.00
212	Professional Svcs - Engineering		5000.00	5000.00
		TOTAL	\$5,000.00	\$5,000.00
216	Professional Svcs - Management			
	Community Housing Coordinators: \$21,600		51200.00	33600.00
	Comprehensive Plan Implementation Strategy - CDBG Match \$15,000			
	Landmarks Commission - Architectural Design and Review \$1,000			
	High Resolution Aerial Photography \$2,600			
	Sustainability Board - Promotional Materials \$1,000			
	Waterfront Engineering and Design Development \$10,000			
		TOTAL	\$51,200.00	\$33,600.00
219	Professional Svcs - Appraisal			
	Site Marketing - Lake Park Villas Commercial, Province Terrace, Midway		26000.00	26000.00
	Business Park, Downtown & Vicinity \$20,000			
	Environmental Assessments \$2,000			
	Property Appraisals \$4,000			
		TOTAL	\$26,000.00	\$26,000.00
221	Utility -Telephone Services		1000.00	1000.00
		TOTAL	\$1,000.00	\$1,000.00
241	Repair/Maint - Office Equipment		100.00	100.00
		TOTAL	\$100.00	\$100.00
291	Other Services - Printing			
	Landmarks Commission Educational and Promotional Materials \$1,800		2800.00	2300.00
		TOTAL	\$2,800.00	\$2,300.00
292	Other Services - Publishing			
	Landmarks Commission publishing \$200		400.00	400.00
		TOTAL	\$400.00	\$400.00
295	Other Services - Vehicle/Equip Rental		200.00	200.00
		TOTAL	\$200.00	\$200.00
300	Supplies - Department			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Community Development	PREPARED BY Greg Keil	
		BUDGET NUMBER 000-56202-000	DATE	
			500.00	500.00
		TOTAL	\$500.00	\$500.00
310	Supplies - Office			
			800.00	800.00
		TOTAL	\$800.00	\$800.00
311	Supplies - Postage			
			1500.00	1500.00
		TOTAL	\$1,500.00	\$1,500.00
320	Dues/Memberships/Licenses			
	Fox Cities Chamber of Commerce Membership: \$338		5138.00	4388.00
	Fox Cities Economic Development Partnership: \$2,500			
	NE Wisconsin Stormwater Consortium: \$750			
	Other: \$1550			
		TOTAL	\$5,138.00	\$4,388.00
331	Travel Expense - Mileage			
	Landmarks Commission \$150		1300.00	1300.00
	Sustainability Board \$150			
		TOTAL	\$1,300.00	\$1,300.00
332	Travel Expense - Registrations			
	Landmarks Commission \$400		1800.00	1800.00
	Sustainability Board \$400			
		TOTAL	\$1,800.00	\$1,800.00
333	Travel Expense - Lodging/Meals			
	Landmarks Commission \$200		1200.00	1200.00
	Sustainability Board \$200			
		TOTAL	\$1,200.00	\$1,200.00
334	Travel Expense - Other Expenses			
			100.00	100.00
		TOTAL	\$100.00	\$100.00
337	Training - Registrations			
			100.00	100.00
		TOTAL	\$100.00	\$100.00
513	Insurance - Property			
			590.00	590.00
		TOTAL	\$590.00	\$590.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
GENERAL FUND						
URBAN REDEVELOPMENT (56-??-501)						
120	Wages - Straight Time	\$3,485.66		\$3,392.99		
121	Wages - Overtime/Doubletime			8.30		
151	Employer Contrib - Health	911.25				
152	Employer Contrib - Life	1.18				
153	Employer Contrib - Dental	61.57				
154	Employer Contrib - Retirement	372.33				
155	Employer Contrib - FICA	261.80				
157	Employer Contrib - Vision	7.75				
161	Employer Contrib - Work Comp	119.47				
212	Professional Svcs - Engineering			650.00		
240	Repair/Maint - Buildings			800.00		
300	Supplies - Department			498.40		5,000.00
513	Insurance - Property			908.86		
Total - URBAN REDEVELOPMENT (56-??-501)		5,221.01		6,258.55		5,000.00
GENERAL FUND						
TRANS TO POST EMPLOYMENT (59-??-260)						
251	Pmts to Other Municipal Funds	250,000.00				
Total - TRANS TO POST EMPLOYMENT (59-??-260)		250,000.00				

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
GENERAL FUND						
TAXES						
41-??-101	GEN PROP TAX - CITY PURP	\$6,303,965.31	\$5,817,227.00	\$5,817,072.14	\$5,817,072.00	\$6,836,326.00
41-??-103	MOBILE HOME - PROP TAXES	164,403.48	164,178.00	159,630.39	166,500.00	168,000.00
41-??-201	TAX FROM MUNI OWN UTIL	893,813.05	893,813.00	961,037.88	961,038.00	1,050,000.00
41-??-205	TAX FROM HOUSING AUTH	23,082.98	10,000.00	10,436.49	10,000.00	11,000.00
41-??-309	INTEREST/PENALTY ON TX	26,280.57	25,000.00	26,911.77	26,840.00	25,000.00
	TOTAL TAXES	7,411,545.39	6,910,218.00	6,975,088.67	6,981,450.00	8,090,326.00
INTERGOVERNMENTAL						
43-??-731	FED GRANT - LAW ENFORCEMENT	1,362.50		1,647.50	1,365.00	
43-??-801	STATE SHARED REVENUES	4,090,444.82	4,155,697.00	1,096,314.98	4,151,909.00	4,087,822.00
43-??-802	STATE AID - COMPUTERS	69,752.00	47,790.00	45,554.00	45,554.00	44,500.00
43-??-805	STATE FIRE INS TAX	30,571.75	31,000.00	30,050.52	30,050.00	30,000.00
43-??-809	PAYMENT FOR MUNI SERV	138,217.75	145,000.00		145,000.00	145,000.00
43-??-831	STATE GRANT - LAW ENFORCEMENT	7,272.14		20,534.32	5,760.00	
43-??-841	STATE GRANT - HIWAY TRANSP	673,947.75	714,816.00	714,328.04	714,328.00	758,020.00
43-??-842	STATE GRANT - CONNECT HIWAY	62,239.71	62,556.00	62,556.39	62,556.00	62,318.00
43-??-846	STATE GRANT - ENGINEERING	40,200.00				
43-??-875	STATE GRANT - PARK DEVELOPMENT	4,898.50				
43-??-895	STATE GRANT - OTHER	33.60	35.00	32.50	32.00	35.00
43-??-965	STATE AID - PUBLIC HEALTH	107,891.00	80,158.00	89,710.00	80,158.00	79,613.00
43-??-979	STATE AID - SENIOR CITIZEN	24,061.84	25,041.00	25,041.00	25,041.00	25,741.00
	TOTAL INTERGOVERNMENTAL	5,250,893.36	5,262,093.00	2,085,769.25	5,261,753.00	5,233,049.00
LICENSES & PERMITS						
44-??-101	MALT BEV & LIQUOR LICENSE	18,688.00	18,300.00	22,172.50	22,000.00	19,300.00
44-??-102	TAVERN OPERATORS LICENSE	12,722.00	6,100.00	5,330.00	5,000.00	12,000.00
44-??-103	CIGARETTE LICENSE	2,300.00	2,200.00	2,300.00	2,200.00	2,200.00
44-??-104	RESTAURANT LICENSE	20,087.10	19,000.00	20,440.10	19,400.00	19,500.00
44-??-106	AMUSEMENT DEVICE LICENSE	1,520.00	1,500.00	1,900.00	1,800.00	1,800.00
44-??-108	ELECTRICIANS LICENSE	2,085.00	2,800.00	3,115.00	2,800.00	2,000.00
44-??-110	HEATING CONTRACTOR LICENSE	1,310.00	1,800.00	2,130.00	2,100.00	1,500.00
44-??-111	CABLE TELEVISION FEE	166,219.58	170,000.00	168,572.34	171,000.00	175,000.00
44-??-112	WEIGHTS & MEASURES LICENSE	16,811.00	17,000.00	18,787.00	18,650.00	18,000.00
44-??-113	RETAIL FOOD LICENSE	5,639.60	5,200.00	6,263.60	6,200.00	6,000.00
44-??-115	TATTOO PARLOR LICENSE	356.00	350.00	(15.00)	15.00	

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
44-??-119	SUNDRY LICENSE	\$500.00	\$200.00	\$285.60	\$260.00	\$200.00
44-??-201	DOG LICENSE	6,682.07	7,000.00	5,217.87	6,700.00	6,700.00
44-??-203	CAT LICENSE	1,568.00	1,600.00	1,462.00	1,400.00	1,500.00
44-??-301	BUILDING PERMIT	67,392.08	55,000.00	80,295.51	70,000.00	60,000.00
44-??-302	ELECTRICAL PERMIT	21,522.37	18,000.00	20,543.30	24,000.00	20,000.00
44-??-303	PLUMBING PERMIT	22,174.31	22,000.00	18,459.58	23,000.00	20,000.00
44-??-308	STREET EXCA PERMIT	1,550.00	1,200.00	2,330.00	1,100.00	1,200.00
44-??-310	HEATING PERMIT	18,645.54	15,000.00	19,584.55	19,000.00	17,500.00
44-??-312	MOBILE HOME PERMIT	(185.00)	1,000.00	1,185.00	1,370.00	
44-??-315	ZONING PERMIT/FEE	6,785.00	5,600.00	5,362.50	6,000.00	6,000.00
44-??-317	RECREATIONAL FIRE PERMIT	6,435.00	6,000.00	7,245.00	7,100.00	9,500.00
44-??-319	SIGN PERMIT	775.48	600.00	1,127.95	1,100.00	600.00
44-??-321	TEMPORARY RESTAURANT PERMIT	675.00	800.00	1,236.00	1,200.00	800.00
44-??-323	EROSION CONTROL PERMIT	2,130.00	2,000.00	2,850.00	2,500.00	2,100.00
44-??-325	SWIMMING POOL PERMIT	630.00	630.00		630.00	630.00
44-??-329	SUNDRY PERMIT	800.00				
	TOTAL LICENSES & PERMITS	405,818.13	380,880.00	418,180.40	416,525.00	404,030.00
	FINES, FORFEITURES & PENALTIES					
45-??-131	DAMAGE AWARD - LAW ENFORCEMENT			50.00	50.00	
45-??-175	DAMAGE AWARD - PARK DEPARTMENT	40.00		170.00	200.00	
45-??-401	COURT PENALTY & COSTS	94,209.20	100,000.00	101,799.08	106,000.00	110,000.00
45-??-403	PARKING VIOLATION FORFEITURES	56,854.00	60,000.00	50,833.00	55,000.00	60,000.00
	TOTAL FINES, FORFEITURES & PENALTIES	151,103.20	160,000.00	152,852.08	161,250.00	170,000.00
	PUBLIC CHARGES FOR SERVICES					
46-??-121	CITY CLERK	4,983.50	4,000.00	4,013.25	4,500.00	4,500.00
46-??-123	CITY TREASURER	10,128.91	12,500.00	9,756.11	9,600.00	10,000.00
46-??-124	DATA PROCESSING CENTER	356.75	150.00	544.25	400.00	300.00
46-??-126	CITY ATTORNEY	2,000.00		10.50		
46-??-131	LAW ENFORCEMENT	3,259.68	4,000.00	6,287.47	4,750.00	3,500.00
46-??-135	FIRE PROTECTION	1,768.00	1,000.00	3,397.97	1,700.00	1,500.00
46-??-144	STREET- MISCELLANEOUS			387.36	400.00	
46-??-145	SNOW REMOVAL CHARGES	5,943.59	2,000.00	2,226.45	3,500.00	2,500.00
46-??-146	ENGINEERING	2,276.10	500.00	750.75	2,000.00	2,000.00
46-??-148	STREET PATCHING	17,054.52	20,000.00	(913.83)	15,000.00	15,000.00
46-??-149	PARKING LOT STICKERS	5,237.95	5,500.00	4,528.19	4,000.00	3,000.00

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008	2009
					Projected Year End	Proposed Budget
46-??-157	GARBAGE & REFUSE	\$57,697.04	\$60,000.00	\$56,259.89	\$60,000.00	\$60,000.00
46-??-160	WEED CUTTING CHARGES	5,251.59	3,000.00	4,417.45	7,200.00	4,000.00
46-??-161	CEMETERY	17,720.00	12,000.00	11,050.00	17,000.00	15,000.00
46-??-165	PUBLIC HEALTH DEPT	5,289.76	2,500.00	7,645.13	7,000.00	5,000.00
46-??-171	LIBRARY - FINES	19,561.76	25,000.00	21,577.96	20,000.00	25,000.00
46-??-172	LIBRARY - VENDING SERVICES	6,094.31	6,000.00	6,610.48	6,500.00	6,000.00
46-??-175	PARK DEPARTMENT	20,233.25	17,000.00	19,216.45	17,500.00	17,500.00
46-??-176	SWIMMING POOL	71,892.06	72,000.00	64,671.67	70,000.00	70,000.00
46-??-177	RECREATION DEPARTMENT	39,744.65	44,500.00	38,225.22	40,000.00	40,000.00
46-??-178	BOAT LAUNCH	23,309.83	24,500.00	23,856.38	24,000.00	22,000.00
46-??-179	SENIOR CENTER	6,845.70	5,000.00	5,132.86	5,800.00	5,000.00
46-??-180	BOAT SLIP RENTAL	3,947.62	3,800.00	3,791.42	3,800.00	3,800.00
46-??-181	FORESTRY			250.00	700.00	
46-??-184	CONCESSION RECEIPTS	18,738.64	19,000.00	17,005.58	17,050.00	17,500.00
	TOTAL PUBLIC CHARGES FOR SERVICES	349,335.21	343,950.00	310,698.96	342,400.00	333,100.00
	INTERGOVERNMENTAL CHARGES					
47-??-126	LOCAL GOV - CITY ATTORNY					15,422.00
47-??-131	LOCAL GOV - LAW ENFORCE	134,645.67	138,000.00	73,361.65	133,000.00	136,000.00
47-??-135	LOCAL GOV - FIRE DEPT TANK INSPT	2,350.80	2,000.00	2,492.80	1,700.00	2,000.00
47-??-143	LOCAL GOV - MASS TRANSIT	139,230.26	120,789.00	87,368.00	120,789.00	128,185.00
47-??-144	LOCAL GOV - STREET MISC			135.03	200.00	
47-??-148	LOCAL GOV - STREET PATCH	106,939.42	50,000.00	82,498.87	83,000.00	80,000.00
47-??-157	LOCAL GOV - GARBAGE/REFUSE	20,800.00	20,750.00	28,045.50	28,050.00	25,000.00
47-??-165	LOCAL GOV - PUBLIC HEALTH	220,109.88	245,595.00	127,543.80	221,143.00	276,992.00
47-??-170	LOCAL GOV - CO LIBRARY TAX	434,584.00	458,605.00	458,605.00	458,605.00	447,578.00
47-??-176	LOCAL GOV - SWIMMING POOL	27.75	25.00	219.08	100.00	50.00
47-??-177	LOCAL GOV - RECREATION			85.00		
47-??-190	LOCAL GOV - ECONOMIC DVL	6,889.25	6,900.00	6,860.00	6,860.00	6,850.00
47-??-831	STATE GOV - LAW ENFORCEMENT	1,550.00				
47-??-965	STATE GOV - PUBLIC HEALTH	13,248.83	12,500.00	14,821.12	13,000.00	8,000.00
47-??-978	STATE GOV - LIFT BRIDGES	205,135.50	141,730.00	153,483.67	156,065.00	116,695.00
	TOTAL INTERGOVERNMENTAL CHARGES	1,285,511.36	1,196,894.00	1,035,519.52	1,222,512.00	1,242,772.00
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	506,923.78	360,000.00	236,800.22	360,000.00	300,000.00
48-??-211	PROPERTY RENTAL REV	29,290.48	26,000.00	28,764.72	26,000.00	26,000.00

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
48-??-319	SALE OF OTHER PROPERTY	\$3,578.72	\$25,105.00	\$57.60	\$100.00	
48-??-323	SALE OF LAND			174,520.00	175,020.00	
48-??-331	SALE OF LAW ENFORCE PR	242.86		161.90	175.00	
48-??-341	SALE OF HIWAY PROPERTY	893.33		171.43		
48-??-357	SALE OF REFUSE PROPERTY	51.50		206.00	310.00	
48-??-541	INS RECOVERY - HIWAY EQP	14,109.94	5,000.00	9,717.68	17,000.00	5,000.00
48-??-597	DONATIONS AND GIFTS	3,800.00	5,000.00	3,800.00	5,000.00	5,000.00
48-??-598	MISC GENERAL REVENUE	55,249.89	10,000.00	5,058.56	14,000.00	10,000.00
	TOTAL MISCELLANEOUS	614,140.50	431,105.00	459,258.11	597,605.00	346,000.00
	OTHER FINANCING SOURCES					
49-??-201	TRANS FROM SEWAGE FUND	84,525.00	136,100.00	136,100.00	136,100.00	136,100.00
49-??-205	TRANS FROM TIF #1 FUND	168,530.00	173,900.00	173,900.00	173,900.00	175,000.00
49-??-206	TRANS FROM TIF #2 FUND	61,500.00	66,200.00	66,200.00	66,200.00	66,000.00
49-??-207	TRANS FROM MARINA FUND	2,400.00	2,900.00	2,900.00	2,900.00	2,900.00
49-??-256	TRANS FROM TIF #4 FUND	6,240.00	6,220.00	6,220.00	6,220.00	6,220.00
49-??-257	TRANS FROM TIF #5 FUND	9,930.00	2,970.00	2,970.00	2,970.00	2,970.00
49-??-271	TRANS FROM TIF #6 FUND	1,770.00	8,680.00	8,680.00	8,680.00	8,680.00
49-??-277	TRANS FRM ROAD @ RIVER					65,000.00
49-??-281	TRANS FROM TIF #7 FUND	11,280.00	10,050.00	10,050.00	10,050.00	10,050.00
49-??-284	TRANS FROM TIF #8 FUND	11,280.00	3,110.00	3,110.00	3,110.00	3,110.00
49-??-285	TRANS FROM TIF #9 FUND	19,430.00	16,480.00	16,480.00	16,480.00	16,480.00
49-??-287	TRANS FROM TIF # 10 FUND		12,360.00	12,360.00	12,360.00	12,360.00
	TOTAL OTHER FINANCING SOURCES	376,885.00	438,970.00	438,970.00	438,970.00	504,870.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
SEWERAGE FUND						
SAN SEWER MAINT/CONST (54-??-301)						
110	Salaries - Straight Time	\$2,985.22	\$5,005.00		\$5,005.00	\$5,190.00
120	Wages - Straight Time	31,575.70	56,105.00	58,806.61	50,700.00	56,860.00
121	Wages - Overtime/Doubletime	1,171.02	2,200.00	4,978.25	4,800.00	2,500.00
151	Employer Contrib - Health	9,033.72	14,893.00		14,890.00	17,395.00
152	Employer Contrib - Life	12.09	60.00		40.00	40.00
153	Employer Contrib - Dental	631.06	1,136.00		1,135.00	1,285.00
154	Employer Contrib - Retirement	3,816.18	6,710.00		6,415.00	6,815.00
155	Employer Contrib - FICA	2,683.36	4,845.00		4,630.00	5,015.00
157	Employer Contrib - Vision	79.44	150.00		150.00	150.00
161	Employer Contrib - Work Comp	1,224.47	2,350.00		2,075.00	2,210.00
193	Uniform/Clothing Allowance		1,000.00		1,000.00	1,000.00
211	Professional Svcs - Legal	23,106.59	10,000.00	144,193.88	75,910.00	25,000.00
212	Professional Svcs - Engineering	74,296.99	112,000.00	56,463.82	70,500.00	48,500.00
216	Professional Svcs - Management			1,332.40	2,000.00	
221	Utility -Telephone Services	2,331.83	2,200.00	2,751.23	2,650.00	2,900.00
223	Utility - Electricity	1,562.26	2,070.00	1,463.57	1,500.00	2,000.00
225	Utility - Water/Sewer/Hydrant			2,584.28		
240	Repair/Maint - Buildings	171.19				
243	Repair/Maint - Specialized Equip	570.00	3,000.00		2,500.00	3,000.00
291	Other Services - Printing		200.00			200.00
292	Other Services - Publishing	508.36				
295	Other Services - Vehicle/Equip Rental	26,493.24	40,000.00	52,331.80	43,340.00	44,000.00
300	Supplies - Department	19,121.60	15,120.00	60,660.08	60,000.00	17,660.00
310	Supplies - Office	163.58	400.00	105.90	100.00	300.00
311	Supplies - Postage	566.50	1,500.00	53.69	100.00	1,000.00
315	Supplies - Tools & Equip	13,654.07	5,400.00	2,721.16	4,000.00	6,100.00
513	Insurance - Property	2,840.00	2,840.00	2,840.00	2,840.00	2,840.00
540	Depreciation - Buildings	61,462.00				
822	Capital Projects - Construction		2,465,700.00	3,260.73	10,000.00	105,000.00
Total - SAN SEWER MAINT/CONST (54-??-301)		280,060.47	2,754,884.00	394,547.40	366,280.00	356,960.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Sewage Fund	San Sewer Maint/Const	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	001-54301-000	10/15/2008

PROGRAM - BUDGET RESPONSIBILITIES

This budget provides for the construction, reconstruction, maintenance, and repair of the sanitary sewer system. It includes such work as reconstruction of existing mains, cleaning and flushing of sewer mains, inspection and repair of lift stations, and maintenance to the system.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

Completed Phase 3 Clean Water Fund projects to remove I/I sources and replace deteriorated sewer facilities.

2009 PROGRAM - BUDGET FUNDING REQUEST

Budget has decreased due to reduced outside engineering costs. City Engineering staff will be undertaking some of the tasks formerly done by consultant.

2009 PROGRAM - BUDGET OBJECTIVES

Continue concentrated I/I removal projects. Pursue Sewer System Evaluation Survey (SSES) in Phase 4 area of the City (Doty Island). Continue industrial monitoring program to ensure equitable charges for all City sewer users.

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME San Sewer Maint/Const	PREPARED BY Timothy Jacobson Mark Radtke	
		BUDGET NUMBER 001-54301-000	DATE 10/14/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time			
	Sup't./Asst. Sup't: \$5,190	5190.00	5190.00	
	TOTAL	\$5,190.00	\$5,190.00	
120	Wages - Straight Time			
	Full-Time City Garage: \$56,860	56860.00	56860.00	
	TOTAL	\$56,860.00	\$56,860.00	
212	Professional Svcs - Engineering			
	Televised sewer inspection: \$10,000	48500.00	48500.00	
	Industrial sewer monitoring program: \$11,500			
	Digger's Hotline: \$2,000			
	Sewer System Evaluation Survey (SSES): \$25,000			
	TOTAL	\$48,500.00	\$48,500.00	
243	Repair/Maint - Specialized Equipment			
	Atmosphere Monitor/Lift station repairs: \$3,000	3000.00	3000.00	
	TOTAL	\$3,000.00	\$3,000.00	
300	Supplies - Department			
	Pipe, castings, etc.: \$12,000	17660.00	17660.00	
	Lift station parts: \$3,000			
	Atmosphere sensors: \$700			
	Safety Vests: \$130			
	Monitor Battery: \$600			
	Gas Cylinder: \$230			
	Degreaser: \$1,000			
	TOTAL	\$17,660.00	\$17,660.00	
315	Supplies - Tools & Equip			
	Jet heads: \$5,000	6100.00	6100.00	
	Saw Blades (3): \$500			
	Generator (1/3): \$600			
	TOTAL	\$6,100.00	\$6,100.00	

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME San Sewer Maint/Const	PREPARED BY Mark Radtke
	BUDGET NUMBER 001-54301-000	DATE
<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991))</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
LATERAL REPAIR/REHAB/RECONSTRUCTION		
Various locations	20000.00	20000.00
TOTAL	\$20,000.00	\$20,000.00
MANHOLE RECONST./REHAB.		
Various locations	15000.00	15000.00
TOTAL	\$15,000.00	\$15,000.00
MISC. SANITARY SEWER REPAIR/CONTINGENCY		
Various locations (Third Street, other street projects)	20000.00	20000.00
TOTAL	\$20,000.00	\$20,000.00
SANITARY SEWER REHABILITATION		
I & I Home Grant Program	50000.00	50000.00
TOTAL	\$50,000.00	\$50,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$105,000.00	\$105,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
SEWERAGE FUND						
SEWER TREATMENT PLANT (54-??-302)						
211	<i>Professional Svcs - Legal</i>			\$37,236.75		
250	<i>Pmts to Other Municipal Entity</i>	<u>1,103,097.39</u>	<u>1,169,080.00</u>	<u>1,088,815.63</u>	<u>1,046,972.00</u>	<u>1,196,210.00</u>
	Total - SEWER TREATMENT PLANT (54-??-302)	1,103,097.39	1,169,080.00	1,126,052.38	1,046,972.00	1,196,210.00
SEWERAGE FUND						
DEBT SERVICE INTEREST (57-??-201)						
620	<i>Interest Paid on City Debt</i>	<u>21,181.74</u>	<u>20,347.00</u>	<u>33,372.12</u>	<u>20,347.00</u>	<u>19,324.00</u>
	Total - DEBT SERVICE INTEREST (57-??-201)	21,181.74	20,347.00	33,372.12	20,347.00	19,324.00
SEWERAGE FUND						
TRANS TO GENERAL FUND (59-??-200)						
251	<i>Pmts to Other Municipal Funds</i>	<u>84,525.00</u>	<u>136,100.00</u>	<u>136,100.00</u>	<u>136,100.00</u>	<u>136,100.00</u>
	Total - TRANS TO GENERAL FUND (59-??-200)	84,525.00	136,100.00	136,100.00	136,100.00	136,100.00
HOUSING REHAB REVOLVING LOAN						
HOUSING REHAB (56-??-207)						
701	<i>Housing Acquisition/Rehab/Conversion</i>	<u>3,464.85</u>		<u>24,734.24</u>	<u>15,000.00</u>	
	Total - HOUSING REHAB (56-??-207)	3,464.85		24,734.24	15,000.00	

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
TIF PROJECT #1						
TRANS TO GENERAL FUND (59-??-200)						
251	<i>Pmts to Other Municipal Funds</i>	<u>\$168,530.00</u>	<u>\$173,900.00</u>	<u>\$173,900.00</u>	<u>\$173,900.00</u>	<u>\$170,000.00</u>
	Total - TRANS TO GENERAL FUND (59-??-200)	168,530.00	173,900.00	173,900.00	173,900.00	170,000.00
TIF PROJECT #2						
TRANS TO GENERAL FUND (59-??-200)						
251	<i>Pmts to Other Municipal Funds</i>	<u>61,500.00</u>	<u>66,200.00</u>	<u>66,200.00</u>	<u>66,200.00</u>	<u>63,000.00</u>
	Total - TRANS TO GENERAL FUND (59-??-200)	61,500.00	66,200.00	66,200.00	66,200.00	63,000.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
MARINA						
MARINA OPERATIONS (55-??-205)						
120	Wages - Straight Time	\$30,313.11	\$13,543.00	\$9,875.97	\$18,000.00	\$8,917.00
121	Wages - Overtime/Doubletime	195.08	300.00	823.16	900.00	
151	Employer Contrib - Health	7,924.72	3,865.00		5,040.00	3,400.00
152	Employer Contrib - Life	10.32	40.00		40.00	5.00
153	Employer Contrib - Dental	538.89	274.00		360.00	210.00
154	Employer Contrib - Retirement	3,258.80	1,436.00		1,800.00	927.00
155	Employer Contrib - FICA	2,291.44	1,036.00		1,445.00	682.00
157	Employer Contrib - Vision	67.84	44.00		54.00	28.00
161	Employer Contrib - Work Comp	1,045.63	502.00		701.00	276.00
204	Contract Svcs - Mechanical Sys	350.00				
216	Professional Svcs - Management	42,900.00	44,400.00	44,400.00	44,400.00	45,900.00
223	Utility - Electricity	10,526.28	9,200.00	10,248.47	9,600.00	9,700.00
224	Utility - Heat	774.11	725.00	726.83	800.00	850.00
225	Utility - Water/Sewer/Hydrant	1,222.18	2,200.00	1,489.54	1,800.00	2,000.00
240	Repair/Maint - Buildings	2,539.83	3,600.00	5,429.25	5,400.00	5,800.00
242	Repair/Maint - Tools and Equip	758.39	300.00	495.99	150.00	200.00
251	Pmts to Other Municipal Funds	2,400.00			2,900.00	2,900.00
291	Other Services - Printing	659.31	700.00	590.05	675.00	700.00
293	Other Services - Advertising	280.00	500.00	693.00	700.00	500.00
295	Other Services - Vehicle/Equip Rental	8,111.26	5,000.00	5,448.06	5,800.00	3,000.00
300	Supplies - Department	5,177.22	2,300.00	748.70	1,900.00	2,200.00
311	Supplies - Postage	815.60	800.00	688.31	810.00	825.00
313	Supplies - Housekeeping	434.65	500.00	194.83	325.00	425.00
315	Supplies - Tools & Equip	(12.00)				
320	Dues/Memberships/Licenses	481.60	500.00	305.00	500.00	500.00
381	Motorized Equipment - Fuel	123,183.93	116,962.00	118,462.91	120,900.00	130,900.00
513	Insurance - Property	130.00	130.00	130.00	130.00	130.00
822	Capital Projects - Construction	22,841.02				
	Total - MARINA OPERATIONS (55-??-205)	269,219.21	208,857.00	200,750.07	225,130.00	220,975.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Marina Fund	Marina Operations	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	007-55205-000	9/30/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
This budget provides for operation of the Menasha Marina. Primary expenditures in the budget are for contractual management services and gasoline purchased for resale.	-Harbormaster Diane Schabach continues to run a successful operation for the city. Her nautical gift shop continues to be popular. -Her commitment to customer service and passion for the Marina are the main reasons the Marina remains popular. -PILOT payment returned \$2,900 to the city.		
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
Re-decking and replacing floats on the long center pier remains a large future expense for the Marina Fund. Budget objective is to build this fund to where it can pay for this project. At the start of 2008, the Marina fund was at \$45,055.	-Re-stain the Harborhouse building. -Design and install erosion control system along fence line – north side of Marina. -Investigate methods for enhancing turf/landscape along Main Street – north side of Marina fence.		
FUNDING SOURCES	2008 FUNDING	2009 FUNDING	POSITION TITLE
TAXES	\$0.00	\$0.00	Facility/Pool Tech.
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Seasonal Park Laborer
INTERGOV REVENUE	\$0.00	\$0.00	
LICENSES & PERMITS	\$0.00	\$0.00	
FINES & FORFEITS	\$0.00	\$0.00	
PUBLIC CHARGES	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	2008 # OF FTE'S
			2009 # OF FTE'S
			0.10
			0.10
			0.20

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Marina Operations	PREPARED BY Brian Tungate
		BUDGET NUMBER 007-55205-000	DATE 9/30/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
120	Wages - Straight Time		
	10% of Facilities/Pool Technician	8917.00	8917.00
	10% Seasonal Park Laborer		
	TOTAL	\$8,917.00	\$8,917.00
121	Wages - Overtime/Doubletime		
		0.00	0.00
	TOTAL	\$0.00	\$0.00
151	Employer Contrib - Health		
		3400.00	3400.00
	TOTAL	\$3,400.00	\$3,400.00
152	Employer Contrib - Life		
		5.00	5.00
	TOTAL	\$5.00	\$5.00
153	Employer Contrib - Dental		
		210.00	210.00
	TOTAL	\$210.00	\$210.00
154	Employer Contrib - Retirement		
		927.00	927.00
	TOTAL	\$927.00	\$927.00
155	Employer Contrib - FICA		
		682.00	682.00
	TOTAL	\$682.00	\$682.00
157	Employer Contrib - Vision		
		28.00	28.00
	TOTAL	\$28.00	\$28.00
161	Employer Contrib - Work Comp		
		276.00	276.00
	TOTAL	\$276.00	\$276.00
216	Professional Svcs - Management		
	Harbormaster Contract	45900.00	45900.00
	TOTAL	\$45,900.00	\$45,900.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Marina Operations	PREPARED BY Brian Tungate	
		BUDGET NUMBER 007-55205-000	DATE 9/30/2008	
223	Utility - Electricity Electrical service charge at the Marina including Harbormaster's office and all pedestals.		9700.00	9700.00
		TOTAL	\$9,700.00	\$9,700.00
224	Utility - Heat Gas hot water heater.		850.00	850.00
		TOTAL	\$850.00	\$850.00
225	Utility - Water/Sewer/Hydrant Water service charges.		2000.00	2000.00
		TOTAL	\$2,000.00	\$2,000.00
240	Repair/Maint - Buildings All electrical, plumbing and related repairs to Harborhouse and docks. Highlighted projects include: re-staining the Harborhouse (\$600) and fence area erosion control (\$2,000).		5800.00	5800.00
		TOTAL	\$5,800.00	\$5,800.00
242	Repair/Maint - Tools and Equipment All hand tools and marina equipment including skimmers, pumps, wastebaskets, tables, chairs, signs, etc.		200.00	200.00
		TOTAL	\$200.00	\$200.00
251	Payments to Other Municipal Funds PILOT payment back to City.		2900.00	2900.00
		TOTAL	\$2,900.00	\$2,900.00
291	Other Services - Printing Stationery, envelopes, slip renter agreements, parking permits, etc.		700.00	700.00
		TOTAL	\$700.00	\$700.00
293	Other Services - Advertising Periodic advertising in local or regional visitor publications.		500.00	500.00
		TOTAL	\$500.00	\$500.00
295	Other Services - Vehicle/Equip Rental		3000.00	3000.00
		TOTAL	\$3,000.00	\$3,000.00
300	Supplies - Department Keys and misc. office supplies.		2200.00	2200.00
		TOTAL	\$2,200.00	\$2,200.00
311	Supplies - Postage			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Marina Operations	PREPARED BY Brian Tungate	
		BUDGET NUMBER 007-55205-000	DATE 9/30/2008	
	Periodic mailings to seasonal renters.		825.00	825.00
		TOTAL	\$825.00	\$825.00
313	Supplies - Housekeeping			
	Hand soap, mops, brooms, paper towels, disinfectant and other cleaning supplies.		425.00	425.00
		TOTAL	\$425.00	\$425.00
320	Dues/Memberships/Licenses			
	Gas tank and line tightness testing and State Emergency Response fees.		500.00	500.00
		TOTAL	\$500.00	\$500.00
381	Motorized Equipment-Fuel			
	Gasoline purchased for resale, average approximately .20-.28 per gallon profit anticipated on 34,000 gallons estimated @ \$3.85 (2008 season average).		130900.00	130900.00
		TOTAL	\$130,900.00	\$130,900.00
513	Insurance - Property			
			130.00	130.00
		TOTAL	\$130.00	\$130.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	MARINA					
	TRANS TO GENERAL FUND (59-??-200)					
251	<i>Pmts to Other Municipal Funds</i>		<u>\$2,900.00</u>	<u>\$2,900.00</u>	<u>\$2,900.00</u>	
	Total - TRANS TO GENERAL FUND (59-??-200)		2,900.00	2,900.00	2,900.00	
	TIF PROJECT #3					
	COMPTROLLER/TREASURER (51-??-106)					
213	<i>Professional Svcs - Acct/Finl</i>			<u>15.00</u>		
	Total - COMPTROLLER/TREASURER (51-??-106)			15.00		
	TIF PROJECT #3					
	DEBT ISSUANCE (51-??-311)					
211	<i>Professional Svcs - Legal</i>			<u>1,547.35</u>		
213	<i>Professional Svcs - Acct/Finl</i>			<u>13,360.20</u>		
	Total - DEBT ISSUANCE (51-??-311)			14,907.55		
	TIF PROJECT #3					
	ENGINEERING/PUB WORKS (54-??-111)					
212	<i>Professional Svcs - Engineering</i>	<u>55,618.02</u>				
	Total - ENGINEERING/PUB WORKS (54-??-111)	55,618.02				
	TIF PROJECT #3					
	STREET CONSTRUCTION (54-??-121)					
822	<i>Capital Projects - Construction</i>	<u>15,220.78</u>				
	Total - STREET CONSTRUCTION (54-??-121)	15,220.78				

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #3					
	SIDEWALKS/CROSSWALKS (54-??-133)					
822	<i>Capital Projects - Construction</i>	<u>\$25,821.60</u>				
	Total - SIDEWALKS/CROSSWALKS (54-??-133)	25,821.60				
	TIF PROJECT #3					
	STORM SEWERS & DRAINS (54-??-134)					
822	<i>Capital Projects - Construction</i>	<u>(3,647.00)</u>				
	Total - STORM SEWERS & DRAINS (54-??-134)	(3,647.00)				
	TIF PROJECT #3					
	WATER MAIN CONSTRUCTION (54-??-303)					
822	<i>Capital Projects - Construction</i>	<u>2,850.00</u>				
	Total - WATER MAIN CONSTRUCTION (54-??-303)	2,850.00				
	TIF PROJECT #3					
	URBAN REDEVELOPMENT (56-??-501)					
216	<i>Professional Svcs - Management</i>			<u>(53.00)</u>	<u>53.00</u>	
	Total - URBAN REDEVELOPMENT (56-??-501)			(53.00)	53.00	
	TIF PROJECT #3					
	TRANS TO DEBT SERVICE (59-??-210)					
251	<i>Pmts to Other Municipal Funds</i>	<u>282,450.00</u>	<u>262,900.00</u>	<u>262,900.00</u>	<u>262,900.00</u>	<u>235,079.00</u>
	Total - TRANS TO DEBT SERVICE (59-??-210)	282,450.00	262,900.00	262,900.00	262,900.00	235,079.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
PARK DEVELOPMENT						
PARKS DEPARTMENT (55-??-202)						
212	Professional Svcs - Engineering		\$15,000.00			
219	Professional Svcs - Appraisal		2,500.00			
315	Supplies - Tools & Equip		7,500.00			
802	Capital Outlay - Land Purchase	7,973.86	4,000.00			
	Total - PARKS DEPARTMENT (55-??-202)	7,973.86	29,000.00			
FEMA GRANT-2008						
COMPTROLLER/TREASURER (51-??-106)						
336	Training - Mileage			33.35	35.00	
	Total - COMPTROLLER/TREASURER (51-??-106)			33.35	35.00	
FEMA GRANT-2008						
STORM SEWERS & DRAINS (54-??-134)						
121	Wages - Overtime/Doubletime			2,143.72	2,500.00	
295	Other Services - Vehicle/Equip Rental			677.58	700.00	
	Total - STORM SEWERS & DRAINS (54-??-134)			2,821.30	3,200.00	
FEMA GRANT-2008						
SAN SEWER MAINT/CONST (54-??-301)						
121	Wages - Overtime/Doubletime			1,135.32	2,000.00	
295	Other Services - Vehicle/Equip Rental			305.65	350.00	
	Total - SAN SEWER MAINT/CONST (54-??-301)			1,440.97	2,350.00	

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Park Develop Fund	Parks Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	009-55202-000	10/1/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
Funds to be used for insuring that adequate parks, trails, open spaces and sites are properly located and preserved. Funds may also be used for planning and development of new parks and recreation facilities.			

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES
Two major park acquisition and development projects are being pursued. The first is a joint community park on the city's far east side. The second is the future developer donated riverfront park at the Old Gilbert paper site. Both projects are important to the future of Menasha. As these projects continue to unfold, funds in this non-levy account will play an important role in securing matching grants and meeting acquisition and planning needs.	Finalize Park Board recommendation to increase the Park Development fee from \$300 to \$550 either in late 2008 or 2009.
At the start of 2008, approximately \$80,000 was in this account.	

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
	FEMA GRANT-2008					
	RECYCLING-YARD WASTE (54-??-308)					
121	Wages - Overtime/Doubletime			\$600.03	\$1,000.00	
295	Other Services - Vehicle/Equip Rental			162.20	200.00	
	Total - RECYCLING-YARD WASTE (54-??-308)			762.23	1,200.00	
	POST EMPLOYMENT SICK LEAVE					
	MUNICIPAL BUILDINGS (51-??-115)					
120	Wages - Straight Time	2,680.07				
	Total - MUNICIPAL BUILDINGS (51-??-115)	2,680.07				
	POST EMPLOYMENT SICK LEAVE					
	POLICE DEPARTMENT (52-??-101)					
120	Wages - Straight Time	12,060.00				
151	Employer Contrib - Health	3,843.46		58,769.12	58,769.00	
	Total - POLICE DEPARTMENT (52-??-101)	15,903.46		58,769.12	58,769.00	
	POST EMPLOYMENT SICK LEAVE					
	FIRE DEPARTMENT (52-??-201)					
151	Employer Contrib - Health	7,200.00				
	Total - FIRE DEPARTMENT (52-??-201)	7,200.00				

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	POST EMPLOYMENT SICK LEAVE PUBLIC LIBRARY (55-??-101)					
110	Salaries - Straight Time	\$8,683.20				
120	Wages - Straight Time	1,786.66				
	Total - PUBLIC LIBRARY (55-??-101)	10,469.86				
	2004 CDBG SPECIAL PROJECTS HOUSING REHAB (56-??-207)					
120	Wages - Straight Time	1,405.24				
151	Employer Contrib - Health	367.37				
152	Employer Contrib - Life	0.48				
153	Employer Contrib - Dental	24.82				
154	Employer Contrib - Retirement	150.10				
155	Employer Contrib - FICA	105.55				
157	Employer Contrib - Vision	3.12				
161	Employer Contrib - Work Comp	48.16				
216	Professional Svcs - Management	16,505.00		10,021.00	10,021.00	
295	Other Services - Vehicle/Equip Rental	7,631.01		2,349.11	2,400.00	
701	Housing Acquisition/Rehab/Conversion	20,391.78		665.00	665.00	
	Total - HOUSING REHAB (56-??-207)	46,632.63		13,035.11	13,086.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
FEDERAL PUBLIC SAFETY GRANTS						
POLICE DEPARTMENT (52-??-101)						
120	Wages - Straight Time	\$24,696.00	\$25,000.00	\$22,428.00	\$25,000.00	
121	Wages - Overtime/Doubletime	81.00	100.00	324.00	500.00	
155	Employer Contrib - FICA	1,860.98	1,925.00			
202	Contract Svcs - Vending/Catering	533.20	600.00			
216	Professional Svcs - Management			45.00	100.00	
221	Utility - Telephone Services	3,020.60	3,500.00	2,281.50	2,600.00	
250	Pmts to Other Municipal Entity			8,213.54		
291	Other Services - Printing	79.00				
300	Supplies - Department	88.13	100.00	1,404.23	1,500.00	
310	Supplies - Office	10.48		182.72	200.00	
311	Supplies - Postage	71.80	100.00	70.60	100.00	
316	Supplies - Promotional	229.65	300.00	510.27	525.00	
320	Dues/Memberships/Licenses	95.00	100.00	10.00	10.00	
331	Travel Expense - Mileage			281.79		
332	Travel Expense - Registrations	750.00				
333	Travel Expense - Lodging/Meals	540.00		478.95		
337	Training - Registrations	115.00	275.00	1,435.00	950.00	
Total - POLICE DEPARTMENT (52-??-101)		32,170.84	32,000.00	37,665.60	31,485.00	
1993 CDBG REVOLVING LOAN						
HOUSING REHAB (56-??-207)						
216	Professional Svcs - Management	9,366.75		8,653.00	1,000.00	
218	Professional Svcs - Recording	65.00		88.00	100.00	
701	Housing Acquisition/Rehab/Conversion	353,917.93		62,727.81	40,000.00	
Total - HOUSING REHAB (56-??-207)		363,349.68		71,468.81	41,100.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
RECYCLING						
RECYCLING-SOLID WASTE (54-??-307)						
110	Salaries - Straight Time	\$5,431.99	\$4,652.00		\$4,650.00	\$4,835.00
120	Wages - Straight Time	57,456.07	54,065.00	58,299.45	57,085.00	54,525.00
121	Wages - Overtime/Doubletime	1,141.33	800.00	1,565.61	676.00	800.00
151	Employer Contrib - Health	16,438.01	14,014.00		14,015.00	15,065.00
152	Employer Contrib - Life	21.66	60.00		35.00	35.00
153	Employer Contrib - Dental	1,130.82	1,073.00		1,075.00	1,115.00
154	Employer Contrib - Retirement	6,838.33	6,309.00		6,615.00	5,865.00
155	Employer Contrib - FICA	4,808.40	4,556.00		4,775.00	4,640.00
157	Employer Contrib - Vision	142.36	140.00		140.00	130.00
161	Employer Contrib - Work Comp	2,194.16	2,208.00		2,135.00	2,060.00
193	Uniform/Clothing Allowance		500.00		500.00	500.00
209	Contract Svcs - Sanitation				237.00	
216	Professional Svcs - Management	38,044.13	43,900.00	34,154.12	38,655.00	36,100.00
291	Other Services - Printing	3,153.75	4,000.00	3,933.00	3,600.00	4,000.00
295	Other Services - Vehicle/Equip Rental	68,712.41	66,485.00	64,351.99	67,270.00	68,755.00
300	Supplies - Department	1,373.91	400.00	500.93		500.00
311	Supplies - Postage	3,345.28	3,600.00	3,159.37	3,400.00	3,600.00
513	Insurance - Property	300.00	300.00	300.00	300.00	300.00
Total - RECYCLING-SOLID WASTE (54-??-307)		210,532.61	207,062.00	166,264.47	205,163.00	202,825.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Street Equipment Fund	Recycling, Solid Waste	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	066-54307-000	10/14/2008
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2008 PROGRAM - BUDGET ACCOMPLISHMENTS</u>		
This budget reflects costs associated with the collection and processing of all residential solid waste recycling goods.			
<u>2009 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2009 PROGRAM - BUDGET OBJECTIVES</u>		
Tipping fees have been reduced by \$2.50/ton, but hauling costs have increased due to fuel cost.			

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME Recycling, Solid Waste	PREPARED BY Timothy Jacobson Jeff Nieland
		BUDGET NUMBER 066-54307-000	DATE 10/14/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
216	Professional Svcs - Management		
	Container rental/hauling: \$16,500	43100.00	36100.00
	Tipping fees:		
	460 tons co-mingled @ \$15.00/ton: \$6,900		
	600 tons paper @ \$15.00/ton: \$9,000		
	Fluorescent bulb recycling: \$500		
	Contaminated waste oil disposal (2 occurrences @ \$4,100): \$8,200		
	Oil dry recycling: \$2,000		
	TOTAL	\$43,100.00	\$36,100.00
300	Supplies - Department		
	Propane for Forklift: \$500	500.00	500.00
	TOTAL	\$500.00	\$500.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
RECYCLING						
RECYCLING-YARD WASTE (54-??-308)						
110	Salaries - Straight Time	\$6,541.48	\$10,420.00		\$10,420.00	\$6,480.00
120	Wages - Straight Time	69,191.51	119,830.00	75,754.67	88,765.00	72,240.00
121	Wages - Overtime/Doubletime	4,390.14	3,000.00	5,399.95	3,000.00	1,860.00
151	Employer Contrib - Health	19,795.50	30,458.00		30,460.00	20,900.00
152	Employer Contrib - Life	27.11	130.00		80.00	50.00
153	Employer Contrib - Dental	1,415.05	2,327.00		2,330.00	1,540.00
154	Employer Contrib - Retirement	8,557.19	13,712.00		10,565.00	8,160.00
155	Employer Contrib - FICA	6,017.02	10,195.00		7,820.00	6,230.00
157	Employer Contrib - Vision	178.14	305.00		305.00	180.00
161	Employer Contrib - Work Comp	2,745.68	4,940.00		3,500.00	2,760.00
193	Uniform/Clothing Allowance				1,500.00	900.00
216	Professional Svcs - Management	39,130.40	14,000.00	11,429.71	13,750.00	8,400.00
223	Utility - Electricity	101.76	300.00	101.76	200.00	120.00
295	Other Services - Vehicle/Equip Rental	136,561.60	131,500.00	103,853.17	124,075.00	78,127.00
300	Supplies - Department	10,813.49	10,060.00	773.27	9,760.00	5,930.00
311	Supplies - Postage	79.91	100.00	209.26	250.00	60.00
315	Supplies - Tools & Equip	3,508.86	1,000.00		500.00	1,920.00
513	Insurance - Property	480.00	480.00	480.00	480.00	290.00
Total - RECYCLING-YARD WASTE (54-??-308)		309,534.84	352,757.00	198,001.79	307,760.00	216,147.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Street Equipment Fund	Recycling, Yard Waste	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	066-54308-000	10/14/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
This budget reflects costs associated with the collection and processing of all City yard waste.			

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES
The portion of this budget devoted to leaf collection may be assigned to the Stormwater Utility budget.	

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Recycling, Yard Waste	Timothy Jacobson Mark Radtke	
		BUDGET NUMBER	DATE	
		066-54308-000	10/14/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
216	Professional Svcs - Management			
	Rental of tub grinder: \$14,000	14000.00	14000.00	
	TOTAL	\$14,000.00	\$14,000.00	
300	Supplies - Department			
	Compost bags for BIO-BAG System: \$8,700	9880.00	9880.00	
	Urea, rakes, miscellaneous supplies: \$1,000			
	Safety vests: \$180			
	TOTAL	\$9,880.00	\$9,880.00	
315	Supplies - Tools & Equip			
	Auger teeth \$1,200	3200.00	3200.00	
	Generator (1/3): \$600			
	Leaf Sucker hose: \$1,400			
	TOTAL	\$3,200.00	\$3,200.00	

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
RECYCLING						
RECYCLING-APPLIANCES (54-??-309)						
110	Salaries - Straight Time	\$786.18	\$968.00		\$970.00	\$970.00
120	Wages - Straight Time	8,315.75	11,330.00	5,883.36	8,415.00	11,095.00
121	Wages - Overtime/Doubletime	3.47	100.00			
151	Employer Contrib - Health	2,379.11	2,922.00		2,920.00	3,250.00
152	Employer Contrib - Life	3.08	10.00		10.00	10.00
153	Employer Contrib - Dental	160.81	223.00		225.00	240.00
154	Employer Contrib - Retirement	972.45	1,314.00		995.00	1,255.00
155	Employer Contrib - FICA	683.78	949.00		720.00	925.00
157	Employer Contrib - Vision	20.24	30.00		30.00	30.00
161	Employer Contrib - Work Comp	312.02	460.00		320.00	415.00
216	Professional Svcs - Management	6,630.00	5,600.00	3,614.00	4,900.00	5,600.00
291	Other Services - Printing	125.70	200.00		200.00	200.00
295	Other Services - Vehicle/Equip Rental	8,002.94	9,235.00	4,130.70	5,500.00	9,552.00
300	Supplies - Department		100.00			100.00
315	Supplies - Tools & Equip		50.00			
513	Insurance - Property	50.00	50.00	50.00	50.00	50.00
Total - RECYCLING-APPLIANCES (54-??-309)		28,445.53	33,541.00	13,678.06	25,255.00	33,692.00
LEAD PAINT REDUCTION						
LEAD PAINT REDUCTION (53-??-116)						
216	Professional Svcs - Management	4,409.93		902.00	1,000.00	
701	Housing Acquisition/Rehab/Conversion	22,300.14		4,206.00	5,000.00	
702	Housing - Relocation Expenses	1,087.73		694.00	1,000.00	
Total - LEAD PAINT REDUCTION (53-??-116)		27,797.80		5,802.00	7,000.00	

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Street Equipment Fund	Recycling, Appliances	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	066-54309-000	10/14/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
This budget provides for the collection and processing of all waste appliances in the City.			

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES
No significant changes.	

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME Recycling, Appliances Waste	PREPARED BY Timothy Jacobson Mark Radtke
		BUDGET NUMBER 066-54309-000	DATE 10/14/2008
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
216	Professional Svcs - Management		
	Processing fee for freon containing appliances: 400 @ \$14/each	5600.00	5600.00
	TOTAL	\$5,600.00	\$5,600.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	DEBT SERVICE					
	DEBT SERVICE PRINCIPAL (57-??-101)					
610	<i>Principal Repaid on City Debt</i>	<u>\$2,560,582.11</u>	<u>\$4,078,724.00</u>	<u>\$11,500,714.15</u>	<u>\$4,078,724.00</u>	<u>\$2,877,296.00</u>
	Total - DEBT SERVICE PRINCIPAL (57-??-101)	2,560,582.11	4,078,724.00	11,500,714.15	4,078,724.00	2,877,296.00
	DEBT SERVICE					
	DEBT SERVICE INTEREST (57-??-201)					
620	<i>Interest Paid on City Debt</i>	<u>2,042,112.97</u>	<u>2,123,668.00</u>	<u>2,119,633.75</u>	<u>2,123,668.00</u>	<u>2,194,729.00</u>
	Total - DEBT SERVICE INTEREST (57-??-201)	2,042,112.97	2,123,668.00	2,119,633.75	2,123,668.00	2,194,729.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
TIF PROJECT #4						
PARKS DEPARTMENT (55-??-202)						
120	Wages - Straight Time	\$2,382.07				
151	Employer Contrib - Health	622.74				
152	Employer Contrib - Life	0.81				
153	Employer Contrib - Dental	42.08				
154	Employer Contrib - Retirement	254.45				
155	Employer Contrib - FICA	178.91				
157	Employer Contrib - Vision	5.30				
161	Employer Contrib - Work Comp	81.64				
300	Supplies - Department	4,913.29				
	Total - PARKS DEPARTMENT (55-??-202)	8,481.29				
TIF PROJECT #4						
URBAN REDEVELOPMENT (56-??-501)						
223	Utility - Electricity	(518.95)				
	Total - URBAN REDEVELOPMENT (56-??-501)	(518.95)				
TIF PROJECT #4						
TRANS TO GENERAL FUND (59-??-200)						
251	Pmts to Other Municipal Funds	6,240.00	6,220.00	6,220.00	6,220.00	6,220.00
	Total - TRANS TO GENERAL FUND (59-??-200)	6,240.00	6,220.00	6,220.00	6,220.00	6,220.00
TIF PROJECT #4						
TRANS TO DEBT SERVICE (59-??-210)						
251	Pmts to Other Municipal Funds	168,434.00	164,134.00	164,134.00	164,134.00	164,734.00
	Total - TRANS TO DEBT SERVICE (59-??-210)	168,434.00	164,134.00	164,134.00	164,134.00	164,734.00

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<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #5					
	DEBT ISSUANCE (51-??-311)					
211	<i>Professional Svcs - Legal</i>			\$1,226.31		
213	<i>Professional Svcs - Acct/Finl</i>			11,824.61		
	Total - DEBT ISSUANCE (51-??-311)			13,050.92		
	TIF PROJECT #5					
	TRANS TO GENERAL FUND (59-??-200)					
251	<i>Pmts to Other Municipal Funds</i>	<u>9,930.00</u>	<u>2,970.00</u>	<u>2,970.00</u>	<u>2,970.00</u>	<u>2,970.00</u>
	Total - TRANS TO GENERAL FUND (59-??-200)	9,930.00	2,970.00	2,970.00	2,970.00	2,970.00
	TIF PROJECT #5					
	TRANS TO DEBT SERVICE (59-??-210)					
251	<i>Pmts to Other Municipal Funds</i>	<u>693,222.76</u>	<u>735,450.00</u>	<u>735,450.00</u>	<u>1,295,450.00</u>	<u>645,906.00</u>
	Total - TRANS TO DEBT SERVICE (59-??-210)	693,222.76	735,450.00	735,450.00	1,295,450.00	645,906.00

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<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #6					
	ENGINEERING/PUB WORKS (54-??-111)					
212	<i>Professional Svcs - Engineering</i>	<u>(\$55,115.02)</u>				
	Total - ENGINEERING/PUB WORKS (54-??-111)	(55,115.02)				
	TIF PROJECT #6					
	TRANS TO GENERAL FUND (59-??-200)					
251	<i>Pmts to Other Municipal Funds</i>	<u>1,770.00</u>	<u>8,680.00</u>	<u>8,680.00</u>	<u>8,680.00</u>	<u>8,680.00</u>
	Total - TRANS TO GENERAL FUND (59-??-200)	1,770.00	8,680.00	8,680.00	8,680.00	8,680.00
	TIF PROJECT #6					
	TRANS TO DEBT SERVICE (59-??-210)					
251	<i>Pmts to Other Municipal Funds</i>	<u>340,890.00</u>	<u>338,377.00</u>	<u>338,377.00</u>	<u>338,377.00</u>	<u>376,120.00</u>
	Total - TRANS TO DEBT SERVICE (59-??-210)	340,890.00	338,377.00	338,377.00	338,377.00	376,120.00
	2002 CAPITAL PROJECTS					
	URBAN REDEVELOPMENT (56-??-501)					
821	<i>Capital Projects - Buildings</i>	<u>(655.12)</u>				
	Total - URBAN REDEVELOPMENT (56-??-501)	(655.12)				
	2003 CAPITAL PROJECTS					
	TRANS TO DEBT SERVICE (59-??-210)					
251	<i>Pmts to Other Municipal Funds</i>	<u>69,144.66</u>				
	Total - TRANS TO DEBT SERVICE (59-??-210)	69,144.66				

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
	TIF PROJECT #7					
	DEBT ISSUANCE (51-??-311)					
211	Professional Svcs - Legal			\$2,534.62		
213	Professional Svcs - Acct/Finl			27,090.19		
	Total - DEBT ISSUANCE (51-??-311)			29,624.81		
	TIF PROJECT #7					
	TRANS TO GENERAL FUND (59-??-200)					
251	Pmts to Other Municipal Funds	11,280.00	10,050.00	10,050.00	10,050.00	10,050.00
	Total - TRANS TO GENERAL FUND (59-??-200)	11,280.00	10,050.00	10,050.00	10,050.00	10,050.00
	TIF PROJECT #7					
	TRANS TO DEBT SERVICE (59-??-210)					
251	Pmts to Other Municipal Funds	143,515.00	1,245,740.00	1,245,740.00	1,805,740.00	133,783.00
	Total - TRANS TO DEBT SERVICE (59-??-210)	143,515.00	1,245,740.00	1,245,740.00	1,805,740.00	133,783.00
	2004 CAPITAL PROJECTS					
	SNOW AND ICE CONTROL (54-??-124)					
300	Supplies - Department	99.18				
821	Capital Projects - Buildings	154,934.57				
822	Capital Projects - Construction	3.00				
	Total - SNOW AND ICE CONTROL (54-??-124)	155,036.75				

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Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
2004 CAPITAL PROJECTS						
STORM SEWERS & DRAINS (54-??-134)						
822	<i>Capital Projects - Construction</i>	\$24.00				
	Total - STORM SEWERS & DRAINS (54-??-134)	24.00				
2004 CAPITAL PROJECTS						
STREET LIGHTING (54-??-143)						
223	<i>Utility - Electricity</i>	280.76		31.33	32.00	
	Total - STREET LIGHTING (54-??-143)	280.76		31.33	32.00	
2004 CAPITAL PROJECTS						
PARKS DEPARTMENT (55-??-202)						
216	<i>Professional Svcs - Management</i>	18,131.29		605.23	700.00	
223	<i>Utility - Electricity</i>	8,266.89		265.18	300.00	
300	<i>Supplies - Department</i>	57.91				
	Total - PARKS DEPARTMENT (55-??-202)	26,456.09		870.41	1,000.00	
2004 CAPITAL PROJECTS						
URBAN REDEVELOPMENT (56-??-501)						
211	<i>Professional Svcs - Legal</i>	4,010.80				
216	<i>Professional Svcs - Management</i>	(250.00)		72.50	100.00	
219	<i>Professional Svcs - Appraisal</i>	3,000.00				
223	<i>Utility - Electricity</i>	23.85				
242	<i>Repair/Maint - Tools and Equip</i>			46.40	50.00	
310	<i>Supplies - Office</i>			40.33	50.00	
513	<i>Insurance - Property</i>	1,649.94		909.44	1,000.00	
514	<i>Insurance - Liability</i>	580.80				
	Total - URBAN REDEVELOPMENT (56-??-501)	9,015.39		1,068.67	1,200.00	

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	2004 CAPITAL PROJECTS					
	TRANS TO DEBT SERVICE (59-??-210)					
251	<i>Pmts to Other Municipal Funds</i>	(\$63,324.03)				
	Total - TRANS TO DEBT SERVICE (59-??-210)	(63,324.03)				
	2005 CAPITAL PROJECTS					
	FIRE DEPARTMENT (52-??-201)					
821	<i>Capital Projects - Buildings</i>	2,492.60				
	Total - FIRE DEPARTMENT (52-??-201)	2,492.60				
	TIF PROJECT #8					
	COMPTROLLER/TREASURER (51-??-106)					
213	<i>Professional Svcs - Acct/Finl</i>			7.50		
	Total - COMPTROLLER/TREASURER (51-??-106)			7.50		
	TIF PROJECT #8					
	DEBT ISSUANCE (51-??-311)					
211	<i>Professional Svcs - Legal</i>			1,353.97		
213	<i>Professional Svcs - Acct/Finl</i>			14,987.39		
	Total - DEBT ISSUANCE (51-??-311)			16,341.36		
	TIF PROJECT #8					
	STREET CONSTRUCTION (54-??-121)					
822	<i>Capital Projects - Construction</i>			1,397.78		
	Total - STREET CONSTRUCTION (54-??-121)			1,397.78		

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<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #8					
	URBAN REDEVELOPMENT (56-??-501)					
212	Professional Svcs - Engineering	\$134,593.80				
295	Other Services - Vehicle/Equip Rental	15,591.75		9,527.57	3,000.00	
802	Capital Outlay - Land Purchase	3,996.87		357.72	400.00	
	Total - URBAN REDEVELOPMENT (56-??-501)	154,182.42		9,885.29	3,400.00	
	TIF PROJECT #8					
	TRANS TO GENERAL FUND (59-??-200)					
251	Pmts to Other Municipal Funds	11,280.00	3,110.00	3,110.00	3,110.00	3,110.00
	Total - TRANS TO GENERAL FUND (59-??-200)	11,280.00	3,110.00	3,110.00	3,110.00	3,110.00
	TIF PROJECT #8					
	TRANS TO DEBT SERVICE (59-??-210)					
251	Pmts to Other Municipal Funds	40,415.00	40,415.00	40,415.00	1,005,415.00	87,115.00
	Total - TRANS TO DEBT SERVICE (59-??-210)	40,415.00	40,415.00	40,415.00	1,005,415.00	87,115.00
	TIF PROJECT #9					
	DEBT ISSUANCE (51-??-311)					
211	Professional Svcs - Legal			7,092.50		
213	Professional Svcs - Acct/Finl			71,953.40		
	Total - DEBT ISSUANCE (51-??-311)			79,045.90		

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<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
TIF PROJECT #9						
ENGINEERING/PUB WORKS (54-??-111)						
212	Professional Svcs - Engineering	\$7,904.25				
	Total - ENGINEERING/PUB WORKS (54-??-111)	7,904.25				
TIF PROJECT #9						
STREET CONSTRUCTION (54-??-121)						
120	Wages - Straight Time	35,696.49		257.12	300.00	
121	Wages - Overtime/Doubletime	766.95				
151	Employer Contrib - Health	9,332.09				
152	Employer Contrib - Life	12.34				
153	Employer Contrib - Dental	644.08				
154	Employer Contrib - Retirement	3,894.93				
155	Employer Contrib - FICA	2,738.73				
157	Employer Contrib - Vision	81.08				
161	Employer Contrib - Work Comp	1,249.73				
295	Other Services - Vehicle/Equip Rental	61,147.05		1,650.90	2,000.00	
300	Supplies - Department	119,782.57				
822	Capital Projects - Construction	225,227.02		52,249.83	55,000.00	
	Total - STREET CONSTRUCTION (54-??-121)	460,573.06		54,157.85	57,300.00	
TIF PROJECT #9						
STORM SEWERS & DRAINS (54-??-134)						
212	Professional Svcs - Engineering			2,639.44	5,000.00	
822	Capital Projects - Construction	91,921.65		13,644.48	20,000.00	
	Total - STORM SEWERS & DRAINS (54-??-134)	91,921.65		16,283.92	25,000.00	

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	TIF PROJECT #9					
	SAN SEWER MAINT/CONST (54-??-301)					
822	Capital Projects - Construction	<u>\$6,216.60</u>				
	Total - SAN SEWER MAINT/CONST (54-??-301)	6,216.60				
	TIF PROJECT #9					
	WATER MAIN CONSTRUCTION (54-??-303)					
822	Capital Projects - Construction	<u>14,975.00</u>		<u>425.00</u>	<u>1,000.00</u>	
	Total - WATER MAIN CONSTRUCTION (54-??-303)	14,975.00		425.00	1,000.00	
	TIF PROJECT #9					
	COMMUNITY DEVELOPMENT (56-??-202)					
120	Wages - Straight Time			123.33	150.00	
212	Professional Svcs - Engineering	<u>4,321.30</u>		<u>2,220.75</u>		
216	Professional Svcs - Management			136.00		
822	Capital Projects - Construction	<u>97,955.63</u>		<u>8,106.03</u>	<u>4,000.00</u>	
	Total - COMMUNITY DEVELOPMENT (56-??-202)	102,276.93		10,586.11	4,150.00	
	TIF PROJECT #9					
	URBAN REDEVELOPMENT (56-??-501)					
212	Professional Svcs - Engineering	<u>1,450.00</u>				
216	Professional Svcs - Management	<u>4,760.00</u>				
	Total - URBAN REDEVELOPMENT (56-??-501)	6,210.00				

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	TIF PROJECT #9					
	TRANS TO GENERAL FUND (59-??-200)					
251	<i>Pmts to Other Municipal Funds</i>	<u>\$19,430.00</u>	<u>\$16,480.00</u>	<u>\$16,480.00</u>	<u>\$16,480.00</u>	<u>\$16,480.00</u>
	Total - TRANS TO GENERAL FUND (59-??-200)	19,430.00	16,480.00	16,480.00	16,480.00	16,480.00
	TIF PROJECT #9					
	TRANS TO DEBT SERVICE (59-??-210)					
251	<i>Pmts to Other Municipal Funds</i>	<u>236,439.00</u>	<u>205,493.00</u>	<u>205,493.00</u>	<u>4,830,493.00</u>	<u>324,324.00</u>
	Total - TRANS TO DEBT SERVICE (59-??-210)	236,439.00	205,493.00	205,493.00	4,830,493.00	324,324.00
	2006 CAPITAL PROJECTS					
	STREET CONSTRUCTION (54-??-121)					
823	<i>Capital Projects - Reimbursement</i>	<u>155,013.75</u>				
	Total - STREET CONSTRUCTION (54-??-121)	155,013.75				
	2006 CAPITAL PROJECTS					
	STORM SEWERS & DRAINS (54-??-134)					
823	<i>Capital Projects - Reimbursement</i>	<u>196,975.20</u>				
	Total - STORM SEWERS & DRAINS (54-??-134)	196,975.20				
	2006 CAPITAL PROJECTS					
	SAN SEWER MAINT/CONST (54-??-301)					
823	<i>Capital Projects - Reimbursement</i>	<u>35,552.05</u>				
	Total - SAN SEWER MAINT/CONST (54-??-301)	35,552.05				

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	2006 CAPITAL PROJECTS					
	WATER MAIN CONSTRUCTION (54-??-303)					
823	<i>Capital Projects - Reimbursement</i>	<u>\$112,459.00</u>				
	Total - WATER MAIN CONSTRUCTION (54-??-303)	112,459.00				
	TIF PROJECT #10					
	STREET CONSTRUCTION (54-??-121)					
822	<i>Capital Projects - Construction</i>	<u>3,139.25</u>				
	Total - STREET CONSTRUCTION (54-??-121)	3,139.25				
	TIF PROJECT #10					
	TRANS TO GENERAL FUND (59-??-200)					
251	<i>Pmts to Other Municipal Funds</i>		<u>12,360.00</u>	<u>12,360.00</u>	<u>12,360.00</u>	<u>12,360.00</u>
	Total - TRANS TO GENERAL FUND (59-??-200)		12,360.00	12,360.00	12,360.00	12,360.00
	TIF PROJECT #10					
	TRANS TO DEBT SERVICE (59-??-210)					
251	<i>Pmts to Other Municipal Funds</i>	<u>23,563.00</u>	<u>21,750.00</u>	<u>21,750.00</u>	<u>21,750.00</u>	<u>21,750.00</u>
	Total - TRANS TO DEBT SERVICE (59-??-210)	23,563.00	21,750.00	21,750.00	21,750.00	21,750.00
	TIF PROJECT #11					
	COMMUNITY DEVELOPMENT (56-??-202)					
216	<i>Professional Svcs - Management</i>			<u>24,450.00</u>		
	Total - COMMUNITY DEVELOPMENT (56-??-202)			24,450.00		

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	TIF PROJECT #11					
	URBAN REDEVELOPMENT (56-??-501)					
216	<i>Professional Svcs - Management</i>	<u>\$1,000.00</u>				
	Total - URBAN REDEVELOPMENT (56-??-501)	1,000.00				
	2008 CAPITAL PROJECTS					
	DEBT ISSUANCE (51-??-311)					
211	<i>Professional Svcs - Legal</i>			<u>1,745.25</u>	<u>15,500.00</u>	
213	<i>Professional Svcs - Acct/Finl</i>			<u>15,069.06</u>	<u>5,250.00</u>	
	Total - DEBT ISSUANCE (51-??-311)			16,814.31	20,750.00	
	2008 CAPITAL PROJECTS					
	STREET CONSTRUCTION (54-??-121)					
822	<i>Capital Projects - Construction</i>		<u>541,500.00</u>	<u>492,814.78</u>	<u>540,000.00</u>	
	Total - STREET CONSTRUCTION (54-??-121)		541,500.00	492,814.78	540,000.00	
	2008 CAPITAL PROJECTS					
	SIDEWALKS/CROSSWALKS (54-??-133)					
822	<i>Capital Projects - Construction</i>		<u>45,000.00</u>		<u>45,000.00</u>	
	Total - SIDEWALKS/CROSSWALKS (54-??-133)		45,000.00		45,000.00	
	2008 CAPITAL PROJECTS					
	STORM SEWERS & DRAINS (54-??-134)					
822	<i>Capital Projects - Construction</i>	<u>145,291.30</u>		<u>26,696.96</u>	<u>12,000.00</u>	
	Total - STORM SEWERS & DRAINS (54-??-134)	145,291.30		26,696.96	12,000.00	

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Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
2008 CAPITAL PROJECTS						
SAN SEWER MAINT/CONST (54-??-301)						
822	Capital Projects - Construction			\$1,820.00		
	Total - SAN SEWER MAINT/CONST (54-??-301)			1,820.00		
STORM WATER UTIL						
COMPTROLLER/TREASURER (51-??-106)						
110	Salaries - Straight Time					3,683.00
120	Wages - Straight Time					3,192.00
151	Employer Contrib - Health					1,330.00
152	Employer Contrib - Life					19.00
153	Employer Contrib - Dental					99.00
154	Employer Contrib - Retirement					717.00
155	Employer Contrib - FICA					522.00
157	Employer Contrib - Vision					17.00
161	Employer Contrib - Work Comp					23.00
213	Professional Svcs - Acct/Finl					460.00
250	Pmts to Other Municipal Entity					36,000.00
	Total - COMPTROLLER/TREASURER (51-??-106)					46,062.00

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	STORM WATER UTIL INFORMATION SYSTEMS (51-??-109)					
110	Salaries - Straight Time					\$3,185.00
151	Employer Contrib - Health					277.00
152	Employer Contrib - Life					1.00
153	Employer Contrib - Dental					23.00
154	Employer Contrib - Retirement					335.00
155	Employer Contrib - FICA					241.00
157	Employer Contrib - Vision					6.00
161	Employer Contrib - Work Comp					14.00
214	Professional Svcs - Computer					1,730.00
243	Repair/Maint - Specialized Equip					1,614.00
315	Supplies - Tools & Equip					1,953.00
	Total - INFORMATION SYSTEMS (51-??-109)					9,379.00
	STORM WATER UTIL BLDING & PLUMB INSPECTOR (52-??-301)					
216	Professional Svcs - Management					6,168.00
	Total - BLDING & PLUMB INSPECTOR (52-??-301)					6,168.00

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STORM WATER UTIL						
ENGINEERING/PUB WORKS (54-??-111)						
110	Salaries - Straight Time					\$23,450.00
120	Wages - Straight Time					63,830.00
121	Wages - Overtime/Doubletime					640.00
151	Employer Contrib - Health					16,640.00
152	Employer Contrib - Life					110.00
153	Employer Contrib - Dental					1,240.00
154	Employer Contrib - Retirement					9,155.00
155	Employer Contrib - FICA					6,735.00
157	Employer Contrib - Vision					145.00
161	Employer Contrib - Work Comp					2,720.00
193	Uniform/Clothing Allowance					70.00
212	Professional Svcs - Engineering					7,250.00
221	Utility -Telephone Services					590.00
243	Repair/Maint - Specialized Equip					70.00
291	Other Services - Printing					70.00
295	Other Services - Vehicle/Equip Rental					9,070.00
300	Supplies - Department					900.00
310	Supplies - Office					140.00
311	Supplies - Postage					120.00
315	Supplies - Tools & Equip					695.00
320	Dues/Memberships/Licenses					70.00
332	Travel Expense - Registrations					50.00
333	Travel Expense - Lodging/Meals					50.00
337	Training - Registrations					500.00
338	Training - Lodging/Meals					60.00
513	Insurance - Property					580.00
Total - ENGINEERING/PUB WORKS (54-??-111)						144,950.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
	STORM WATER UTIL					
	STREET CONSTRUCTION (54-??-121)					
822	<i>Capital Projects - Construction</i>					\$15,000.00
	Total - STREET CONSTRUCTION (54-??-121)					15,000.00
	STORM WATER UTIL					
	STREET CLEAN/FLUSH (54-??-123)					
110	<i>Salaries - Straight Time</i>					2,255.00
120	<i>Wages - Straight Time</i>					25,410.00
121	<i>Wages - Overtime/Doubletime</i>					400.00
151	<i>Employer Contrib - Health</i>					7,565.00
152	<i>Employer Contrib - Life</i>					20.00
153	<i>Employer Contrib - Dental</i>					560.00
154	<i>Employer Contrib - Retirement</i>					2,970.00
155	<i>Employer Contrib - FICA</i>					2,185.00
157	<i>Employer Contrib - Vision</i>					65.00
161	<i>Employer Contrib - Work Comp</i>					960.00
193	<i>Uniform/Clothing Allowance</i>					500.00
250	<i>Pmts to Other Municipal Entity</i>					3,500.00
295	<i>Other Services - Vehicle/Equip Rental</i>					62,060.00
300	<i>Supplies - Department</i>					150.00
315	<i>Supplies - Tools & Equip</i>					5,830.00
513	<i>Insurance - Property</i>					350.00
	Total - STREET CLEAN/FLUSH (54-??-123)					114,780.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Street Clean/Flush	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54123-000	10/13/2008

PROGRAM - BUDGET RESPONSIBILITIES

This account includes the cost of materials, labor, and equipment to sweep and clean City streets on a regular basis through the Spring, Summer, and Fall. Residential streets are swept once per month, main City routes are swept once per week, and the sweeper is available upon request or as necessary for emergencies.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

2009 PROGRAM - BUDGET FUNDING REQUEST

This entire budget could be transferred to the Stormwater Utility budget, if approved.

2009 PROGRAM - BUDGET OBJECTIVES

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Street Clean/Flush	Mark Radtke	
		BUDGET NUMBER	DATE	
		000-54123-000	10/13/1980	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
250	Payments to Other Municipal Entities			
	Landfill tipping fees: \$3,500	3500.00		3500.00
	TOTAL	\$3,500.00		\$3,500.00
315	Supplies - Tools & Equip			
	Sweeper Booms, Dirt Shoes, etc.:	5830.00		5830.00
	TOTAL	\$5,830.00		\$5,830.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	STORM WATER UTIL					
	SNOW AND ICE CONTROL (54-??-124)					
120	Wages - Straight Time					\$7,000.00
151	Employer Contrib - Health					750.00
153	Employer Contrib - Dental					100.00
154	Employer Contrib - Retirement					750.00
155	Employer Contrib - FICA					535.00
161	Employer Contrib - Work Comp					88.00
	Total - SNOW AND ICE CONTROL (54-??-124)					9,223.00
	STORM WATER UTIL					
	STORM SEWERS & DRAINS (54-??-134)					
110	Salaries - Straight Time					4,165.00
120	Wages - Straight Time					47,130.00
121	Wages - Overtime/Doubletime					500.00
151	Employer Contrib - Health					12,590.00
152	Employer Contrib - Life					30.00
153	Employer Contrib - Dental					930.00
154	Employer Contrib - Retirement					4,855.00
155	Employer Contrib - FICA					3,960.00
157	Employer Contrib - Vision					110.00
161	Employer Contrib - Work Comp					1,775.00
212	Professional Svcs - Engineering					26,000.00
216	Professional Svcs - Management					7,000.00
223	Utility - Electricity					8,120.00
250	Pmts to Other Municipal Entity					3,000.00
295	Other Services - Vehicle/Equip Rental					44,210.00
300	Supplies - Department					18,725.00
312	Supplies - Computer					6,850.00
315	Supplies - Tools & Equip					500.00
320	Dues/Memberships/Licenses					1,500.00
513	Insurance - Property					150.00
822	Capital Projects - Construction					179,000.00
	Total - STORM SEWERS & DRAINS (54-??-134)					371,100.00

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Storm Sewers & Drains	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	000-54134-000	10/15/2008

PROGRAM - BUDGET RESPONSIBILITIES

The Storm Sewer Account reflects costs involved in the maintenance and construction of storm sewer systems throughout the City. Funds are used to remedy drainage/flooding problems, install sewers prior to street reconstruction, and construct storm sewers in conjunction with new development.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

Completed construction of Lake Park Villas pond. Introduced Stormwater Utility ordinance and adopted Stormwater Management Plan.

2009 PROGRAM - BUDGET FUNDING REQUEST

The numbers in this budget represent the costs to manage, operate and maintain the storm sewer system. If a Stormwater Utility is created, additional costs related to Stormwater may be added, such as street cleaning, engineering, community development, and leaf collection, among others.

2009 PROGRAM - BUDGET OBJECTIVES

Work with the Town of Menasha to finalize plans to construct joint stormwater management pond in the Town of Menasha near the northwest part of the City.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Storm Sewers & Drains	PREPARED BY Timothy Jacobson Mark Radtke	
		BUDGET NUMBER 000-54134-000	DATE 10/15/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
212	Professional Svcs - Engineering			
	Digger's Hotline: \$2,000	26000.00		26000.00
	Sewer televising, cleaning: \$500			
	Stormwater Management Implementation: \$23,500			
	TOTAL	\$26,000.00		\$26,000.00
216	Professional Svcs - Management			
	Lake Park Villas Pond O & M	7000.00		7000.00
	TOTAL	\$7,000.00		\$7,000.00
223	Utility - Electricity			
	Lake Park Villas Pond Fountains	8120.00		8120.00
	TOTAL	\$8,120.00		\$8,120.00
250	Payments to Other Municipal Entities			
	WisDNR Annual Stormwater Permit	3000.00		3000.00
	TOTAL	\$3,000.00		\$3,000.00
300	Supplies - Department			
	Riser rings: \$3,000	18725.00		18725.00
	Castings, misc. supplies: \$8,000			
	Safety Vests: \$225			
	Pre-cast inlet basins: \$5,000			
	Pipe, accessories: \$2,500			
	TOTAL	\$18,725.00		\$18,725.00
312	Supplies - Computer			
	Stormwater Permit Tracking Software	6850.00		6850.00
	TOTAL	\$6,850.00		\$6,850.00
315	Supplies - Tools & Equip			
	Jetter Nozzles, misc.: \$500	500.00		500.00
	TOTAL	\$500.00		\$500.00
320	Dues/Memberships/Licenses			
	NEWSC dues	1500.00		1500.00
	TOTAL	\$1,500.00		\$1,500.00

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME Storm Sewers & Drains	PREPARED BY Mark Radtke
	BUDGET NUMBER 000-54134-000	DATE
<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991))</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
MISCELLANEOUS REPAIR/CONTINGENCY		
Various locations	10000.00	10000.00
TOTAL	\$10,000.00	\$10,000.00
NEW CONSTRUCTION		
Northwest Stormwater Management Pond (City/Town joint project) Amount shown is projected debt service	145000.00	145000.00
TOTAL	\$145,000.00	\$145,000.00
NEW EQUIPMENT		
Set aside funds for high efficiency sweeper to be purchased in 2012/2013	40000.00	40000.00
TOTAL	\$40,000.00	\$40,000.00
REAR-LOT DRAINAGE PROGRAM		
Various locations (\$20,000 total - City's share is \$10,000)	20000.00	20000.00
TOTAL	\$20,000.00	\$20,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$215,000.00	\$215,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
	STORM WATER UTIL					
	PARKING LOTS & METERS (54-??-202)					
120	Wages - Straight Time					\$3,900.00
151	Employer Contrib - Health					425.00
153	Employer Contrib - Dental					75.00
154	Employer Contrib - Retirement					400.00
155	Employer Contrib - FICA					390.00
161	Employer Contrib - Work Comp					40.00
	Total - PARKING LOTS & METERS (54-??-202)					5,230.00
	STORM WATER UTIL					
	RECYCLING-YARD WASTE (54-??-308)					
110	Salaries - Straight Time					4,315.00
120	Wages - Straight Time					48,155.00
121	Wages - Overtime/Doubletime					1,240.00
151	Employer Contrib - Health					13,925.00
152	Employer Contrib - Life					30.00
153	Employer Contrib - Dental					1,030.00
154	Employer Contrib - Retirement					5,435.00
155	Employer Contrib - FICA					4,160.00
157	Employer Contrib - Vision					120.00
161	Employer Contrib - Work Comp					1,840.00
193	Uniform/Clothing Allowance					600.00
216	Professional Svcs - Management					5,600.00
223	Utility - Electricity					80.00
295	Other Services - Vehicle/Equip Rental					57,860.00
300	Supplies - Department					3,950.00
311	Supplies - Postage					40.00
315	Supplies - Tools & Equip					1,280.00
513	Insurance - Property					190.00
	Total - RECYCLING-YARD WASTE (54-??-308)					149,850.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
STORM WATER UTIL						
FORESTRY (56-??-101)						
120	Wages - Straight Time					\$2,081.00
151	Employer Contrib - Health					769.00
152	Employer Contrib - Life					2.00
153	Employer Contrib - Dental					45.00
154	Employer Contrib - Retirement					220.00
155	Employer Contrib - FICA					159.00
157	Employer Contrib - Vision					8.00
161	Employer Contrib - Work Comp					75.00
206	Contract Svcs - Lawn/Tree Care					2,200.00
295	Other Services - Vehicle/Equip Rental					820.00
300	Supplies - Department					1,350.00
Total - FORESTRY (56-??-101)						7,729.00
STORM WATER UTIL						
COMMUNITY DEVELOPMENT (56-??-202)						
110	Salaries - Straight Time					18,857.00
120	Wages - Straight Time					4,423.00
121	Wages - Overtime/Doubletime					30.00
151	Employer Contrib - Health					2,994.00
152	Employer Contrib - Life					41.00
153	Employer Contrib - Dental					378.00
154	Employer Contrib - Retirement					2,225.00
155	Employer Contrib - FICA					1,739.00
157	Employer Contrib - Vision					40.00
161	Employer Contrib - Work Comp					69.00
Total - COMMUNITY DEVELOPMENT (56-??-202)						30,796.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007	2008	2008	2008	2009
		Actual	Budget	Jan - Dec	Projected Year End	Proposed Budget
	CITY GARAGE					
	CITY GARAGE (54-??-149)					
110	Salaries - Straight Time	\$49,976.74	\$46,245.00		\$46,245.00	\$48,765.00
120	Wages - Straight Time	179,462.25	184,280.00	180,186.26	183,180.00	189,275.00
121	Wages - Overtime/Doubletime	4,962.31	4,500.00	12,103.37	10,470.00	5,500.00
151	Employer Contrib - Health	68,141.62	55,294.00		55,295.00	65,640.00
152	Employer Contrib - Life	521.06	565.00		155.00	155.00
153	Employer Contrib - Dental	4,964.13	4,227.00		4,225.00	4,850.00
154	Employer Contrib - Retirement	25,249.67	24,915.00		25,570.00	25,470.00
155	Employer Contrib - FICA	17,754.40	17,980.00		18,455.00	18,735.00
157	Employer Contrib - Vision	611.37	555.00		555.00	570.00
161	Employer Contrib - Work Comp	7,233.42	8,715.00		7,330.00	7,950.00
193	Uniform/Clothing Allowance		1,350.00	689.41	1,350.00	1,350.00
201	Contract Svcs - Janitorial	5,503.57	4,285.00	4,298.29	4,285.00	4,285.00
204	Contract Svcs - Mechanical Sys					2,100.00
207	Contract Svcs - Pest Control	744.00	745.00	753.00	755.00	785.00
212	Professional Svcs - Engineering			1,165.00	1,165.00	
215	Professional Svcs - Medical	448.11	700.00	557.32	700.00	700.00
216	Professional Svcs - Management	2,499.22	4,400.00	915.90	4,000.00	3,400.00
221	Utility -Telephone Services	1,623.86	2,300.00	1,543.77	2,000.00	2,000.00
223	Utility - Electricity	15,201.86	14,100.00	17,370.13	16,810.00	16,920.00
224	Utility - Heat	34,105.43	35,000.00	38,613.72	34,650.00	42,000.00
225	Utility - Water/Sewer/Hydrant	4,807.94	5,000.00	6,198.66	5,760.00	6,000.00
240	Repair/Maint - Buildings	8,430.91	5,500.00	20,493.62	18,020.00	17,000.00
241	Repair/Maint - Office Equip	195.64	1,000.00	983.04	983.00	1,200.00
242	Repair/Maint - Tools and Equip	2,837.54	1,000.00	2,360.44	1,900.00	1,300.00
243	Repair/Maint - Specialized Equip	571.03	3,000.00	4,086.30	2,500.00	3,600.00
291	Other Services - Printing	577.30	500.00	275.07	300.00	600.00
294	Other Services - Vehicle Repair	40,795.94	12,000.00	16,745.19	18,000.00	13,000.00
295	Other Services - Vehicle/Equip Rental	26,570.88	24,000.00	25,864.86	27,300.00	26,400.00
300	Supplies - Department	35,627.72	22,000.00	35,711.28	32,000.00	27,000.00
310	Supplies - Office	1,091.19	1,200.00	1,294.30	1,250.00	1,220.00
311	Supplies - Postage	127.45	150.00	50.49	90.00	150.00
313	Supplies - Housekeeping	1,983.43	2,000.00	1,260.08	2,000.00	2,000.00
315	Supplies - Tools & Equip	8,007.07	16,700.00	19,092.14	16,500.00	11,390.00
320	Dues/Memberships/Licenses	40.00		802.00	800.00	400.00
331	Travel Expense - Mileage			26.11	26.00	

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CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	City Garage Fund	City Garage	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	031-54149-000	10/14/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
Budgeted funds in this account represent costs associated with the operation, maintenance, and repair of the City Garage complex, as well as expenses for parts, tires, fuel, internal service and outside repairs for motorized equipment.			
2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES		
This budget has increased due to cost increases for fuel purchase, utilities, parts, repair services and a proposed security fence installation.			

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Garage	PREPARED BY Timothy Jacobson Mark Radtke	
		BUDGET NUMBER 031-54149-000	DATE 10/14/2008	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
110	Salaries - Straight Time 60% of Ass't. Sup't. and proportionate share of Sup't.	48765.00	48765.00	
	TOTAL	\$48,765.00	\$48,765.00	
120	Wages - Straight Time Regular full-time employees: \$147,185 Office Assistant*: \$31,890 Custodian (0.25 FTE): \$10,200 *Park Dept. picking up 20% of annual wages	189275.00	189275.00	
	TOTAL	\$189,275.00	\$189,275.00	
201	Contract Svcs - Janitorial Unifirst (mechanics uniforms, coveralls, rags, rugs, etc.): \$4,285	4285.00	4285.00	
	TOTAL	\$4,285.00	\$4,285.00	
215	Professional Svcs - Medical Medical Kits, cabinets, etc.: \$700	700.00	700.00	
	TOTAL	\$700.00	\$700.00	
216	Professional Svcs - Management Inventory fee for fuel: \$1,200 Fire Extinguisher Certifications: \$800 Miscellaneous: \$1,000 CDL's: \$400	3400.00	3400.00	
	TOTAL	\$3,400.00	\$3,400.00	
240	Repair/Maint - Buildings Miscellaneous repairs/maint./inspections: \$6,000 2 service doors: \$3,000	9000.00	9000.00	
	TOTAL	\$9,000.00	\$9,000.00	
243	Repair/Maint - Specialized Equipment Radio Maintenance, Fuel Station PMs, Meteorolgix: \$3,600	3600.00	3600.00	
	TOTAL	\$3,600.00	\$3,600.00	
300	Supplies - Department Misc. Safety/Personal Protection Equipment: \$9,000 Nuts, bolts, welding accessories, oil, lubricants, etc.: \$15,000 Fabrication supplies: \$3,000	27000.00	27000.00	
	TOTAL	\$27,000.00	\$27,000.00	
315	Supplies - Tools & Equip			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME City Garage	PREPARED BY Timothy Jacobson Mark Radtke	
		BUDGET NUMBER 031-54149-000	DATE 10/14/2008	
	Tool allowance (3): \$900		11390.00	11390.00
	Mobile Radios: \$2,500			
	Aluminum jack: \$265			
	Floor jack: \$600			
	Air actuated jack: \$2,100			
	Tire engaging adapters/hoist: \$3,500			
	Toe in alignment tool: \$925			
	Tire pressure monitoring system: \$600			
	TOTAL		\$11,390.00	\$11,390.00
381	Motorized Equipment-Fuel			
	Diesel - 46,000 gallons @ \$3.80/gallon = \$174,800		223400.00	213400.00
	Mid-grade - 13,500 gallons @ \$3.60/gallon = \$48,600			
	TOTAL		\$223,400.00	\$213,400.00

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME City Garage	PREPARED BY Timothy Jacobson Mark Radtke
	BUDGET NUMBER 031-54149-000	DATE
<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991)</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
NEW FACILITY COMPONENT		
Security Fence/Gate around north and east sides of property	60000.00	30000.00
TOTAL	\$60,000.00	\$30,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$60,000.00	\$30,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
332	Travel Expense - Registrations	\$90.00	\$200.00	\$349.00	\$349.00	\$200.00
337	Training - Registrations	130.00	200.00	25.00	30.00	200.00
381	Motorized Equipment - Fuel	118,321.18	154,620.00	153,358.90	158,770.00	213,400.00
382	Motorized Equipment - Tires	24,748.24	23,800.00	37,561.74	28,500.00	20,000.00
383	Motorized Equipment - Parts	80,890.04	60,000.00	102,241.88	80,500.00	69,000.00
513	Insurance - Property	17,320.00	17,300.00	17,320.00	17,320.00	17,320.00
821	Capital Projects - Buildings					30,000.00
Total - CITY GARAGE (54-??-149)		792,166.52	760,326.00	704,296.27	830,093.00	901,830.00

**PROPERTY & LIABILITY INSURANCE
PROPERTY/LIABILITY INSURANCE (51-??-116)**

211	Professional Svcs - Legal		10,000.00	4,520.00	6,000.00	10,000.00
216	Professional Svcs - Management	2,172.75	5,000.00	3,613.66	4,000.00	4,000.00
513	Insurance - Property	15,311.00	17,680.00	13,596.00	14,902.00	15,498.00
514	Insurance - Liability	49,527.00	45,431.00	50,823.00	50,823.00	49,013.00
515	Insurance - Vehicle	10,542.00	11,631.00	11,872.00	11,872.00	12,878.00
516	Insurance - Computer Equipment	3,300.00	3,432.00	3,300.00	3,300.00	3,465.00
517	Insurance - Boiler	4,761.00	8,320.00	4,758.00	4,758.00	4,996.00
518	Insurance - Crime	571.00	600.00	1,142.00	1,150.00	600.00
519	Insurance - Public Liability	4,897.91	7,100.00	6,561.03	6,561.00	6,235.00
730	Awards/Claim Settlements	(60,853.63)	20,000.00	25,340.36	25,500.00	20,000.00
Total - PROPERTY/LIABILITY INSURANCE (51-??-1		30,229.03	129,194.00	125,526.05	128,866.00	126,685.00

**PROPERTY & LIABILITY INSURANCE
DEBT SERVICE INTEREST (57-??-201)**

620	Interest Paid on City Debt	4,846.77				
Total - DEBT SERVICE INTEREST (57-??-201)		4,846.77				

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Property & Liability Insurance	PREPARED BY Jeffrey S. Brandt Jeffrey S. Brandt	
		BUDGET NUMBER 033-51116-000	DATE	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>		<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
211	Professional Svcs - Legal		10000.00	10000.00
		TOTAL	\$10,000.00	\$10,000.00
216	Professional Svcs - Management		4000.00	4000.00
		TOTAL	\$4,000.00	\$4,000.00
513	Insurance - Property		15498.00	15498.00
		TOTAL	\$15,498.00	\$15,498.00
514	Insurance - Liability		49013.00	49013.00
		TOTAL	\$49,013.00	\$49,013.00
515	Insurance - Vehicle		12878.00	12878.00
		TOTAL	\$12,878.00	\$12,878.00
516	Insurance - Computer Equipment		3465.00	3465.00
		TOTAL	\$3,465.00	\$3,465.00
517	Insurance - Boiler		4996.00	4996.00
		TOTAL	\$4,996.00	\$4,996.00
518	Insurance - Crime		600.00	600.00
		TOTAL	\$600.00	\$600.00
519	Insurance - Public Liability		6235.00	6235.00
		TOTAL	\$6,235.00	\$6,235.00
730	Awards and Claim Settlements		20000.00	20000.00
		TOTAL	\$20,000.00	\$20,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
SELF FUNDED DENTAL INSURANCE						
HEALTH INSURANCE (51-??-205)						
153	Employer Contrib - Dental	\$106,694.37	\$115,500.00	\$85,135.09	\$115,500.00	\$121,275.00
216	Professional Svcs - Management	<u>7,332.00</u>	<u>7,875.00</u>	<u>6,078.80</u>	<u>8,000.00</u>	<u>7,875.00</u>
	Total - HEALTH INSURANCE (51-??-205)	114,026.37	123,375.00	91,213.89	123,500.00	129,150.00
STREET EQUIPMENT						
STREET MACHINERY (54-??-145)						
540	Depreciation - Buildings	12,793.00	40,000.00		40,000.00	40,000.00
541	Depreciation - Motorized Equipment	<u>270,490.00</u>	<u>340,000.00</u>		<u>340,000.00</u>	<u>340,000.00</u>
	Total - STREET MACHINERY (54-??-145)	283,283.00	380,000.00		380,000.00	380,000.00
LIBRARY ENDOWMENT						
LIBRARY ENDOWMENT (55-??-106)						
213	Professional Svcs - Acct/Finl	1,305.40				
316	Supplies - Promotional	<u>4,800.00</u>				
	Total - LIBRARY ENDOWMENT (55-??-106)	6,105.40				
HATTIE MINER SCHOLARSHIP						
HATTIE MINER SCHOLARSHIP (55-??-107)						
316	Supplies - Promotional	<u>3,250.00</u>	<u>3,000.00</u>	<u>3,500.00</u>	<u>3,500.00</u>	<u>3,250.00</u>
	Total - HATTIE MINER SCHOLARSHIP (55-??-107)	3,250.00	3,000.00	3,500.00	3,500.00	3,250.00

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CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES		BUDGET NAME Self Funded Dental Insurance	PREPARED BY Jeffrey S. Brandt
		BUDGET NUMBER 035-51205-000	DATE
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
153	Employer Contrib - Dental	121275.00	121275.00
	TOTAL	\$121,275.00	\$121,275.00
216	Professional Svcs - Management	7875.00	7875.00
	TOTAL	\$7,875.00	\$7,875.00

CITY OF MENASHA 2009 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Street Equipment Fund	Street Machinery	Mark Radtke Timothy Jacobson
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	041-45145-000	10/15/2008
PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS		
This account is a depreciation account, providing for the replacement of equipment, fleet vehicles, and building at the City Garage.			

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES

<u>FUNDING SOURCES</u>	<u>2008 FUNDING</u>	<u>2009 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME Street Machinery	PREPARED BY Timothy Jacobson Mark Radtke
	BUDGET NUMBER 041-45145-000	DATE
<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991)</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
STREET AND SANITATION DEPARTMENT		
#0040 (1996 backhoe - replace with 360 degree revolving hoe)	145000.00	145000.00
#0033 (1992 tandem axle dump truck)	208000.00	208000.00
#9001 (1989 portable air compressor with jack hammer)	20000.00	20000.00
Hook system with multiple box attachments #0047	75000.00	75000.00
TOTAL	\$448,000.00	\$448,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$448,000.00	\$448,000.00

**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
PUBLIC SAFETY						
POLICE DEPARTMENT (52-??-101)						
215	Professional Svcs - Medical			\$58.05		
216	Professional Svcs - Management			6,500.00		
295	Other Services - Vehicle/Equip Rental			27,752.32		
300	Supplies - Department	1,346.15		1,377.22		
312	Supplies - Computer			189.95		
315	Supplies - Tools & Equip			4,911.71		
332	Travel Expense - Registrations	150.00				
	Total - POLICE DEPARTMENT (52-??-101)	1,496.15		40,789.25		
PUBLIC SAFETY						
POLICE COMMUNITY RELATIONS (52-??-112)						
315	Supplies - Tools & Equip	93.25				
	Total - POLICE COMMUNITY RELATIONS (52-??-11)	93.25				
SENIOR CENTER MEMORIALS						
SENIOR CENTER (53-??-212)						
300	Supplies - Department	280.00		15.00		
	Total - SENIOR CENTER (53-??-212)	280.00		15.00		
PARK/RECREATION DONATION						
PARKS DEPARTMENT (55-??-202)						
240	Repair/Maint - Buildings	237.00				
300	Supplies - Department	715.83		5,900.61	3,818.00	3,000.00
316	Supplies - Promotional	384.98				
805	Capital Outlay - Other Equipment			3,315.00	3,315.00	
	Total - PARKS DEPARTMENT (55-??-202)	1,337.81		9,215.61	7,133.00	3,000.00

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**OPERATING BUDGET WORKBOOK - EXPENDITURES
BUDGET FORMAT - EXPENDITURES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	PARK/RECREATION DONATION FORESTRY (56-??-101)					
300	Supplies - Department			\$110.00	\$150.00	
	Total - FORESTRY (56-??-101)			110.00	150.00	
	SENIOR CENTER FUND RAISING SENIOR CENTER (53-??-212)					
205	Contract Svcs - Entertainment	810.00		1,589.00	2,000.00	
300	Supplies - Department	5,348.50		4,945.34	2,600.00	
315	Supplies - Tools & Equip	1,098.60		246.02	250.00	
	Total - SENIOR CENTER (53-??-212)	7,257.10		6,780.36	4,850.00	

**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	SEWERAGE FUND					
	<i>PUBLIC CHARGES FOR SERVICES</i>					
46-??-151	SEWAGE - UTILITY CUSTOMER	\$1,152,136.47	\$1,175,000.00	\$1,151,099.64	\$1,175,000.00	\$1,175,000.00
46-??-152	SEWAGE - COMMERCIAL USER	72,762.36	72,000.00	54,530.55	55,000.00	55,000.00
46-??-153	SEWAGE - INDUSTRIAL USER	481,202.33	510,000.00	377,740.79	350,000.00	350,000.00
46-??-154	SEWAGE - OTHER REVENUE	250.00				
	TOTAL PUBLIC CHARGES FOR SERVICES	1,706,351.16	1,757,000.00	1,583,370.98	1,580,000.00	1,580,000.00
	<i>INTERGOVERNMENTAL CHARGES</i>					
47-??-151	LOCAL GOV - SEWAGE/UTILITY	96,020.95	80,000.00	77,824.89	61,000.00	61,000.00
	TOTAL INTERGOVERNMENTAL CHARGES	96,020.95	80,000.00	77,824.89	61,000.00	61,000.00
	<i>MISCELLANEOUS</i>					
48-??-101	INTEREST ON INVESTMNTS	3,752.40	6,000.00	12,346.66	3,500.00	4,000.00
	TOTAL MISCELLANEOUS	3,752.40	6,000.00	12,346.66	3,500.00	4,000.00
	HOUSING REHAB REVOLVING LOAN					
	<i>MISCELLANEOUS</i>					
48-??-101	INTEREST ON INVESTMNTS	2,153.00	2,000.00	1,853.83	1,920.00	2,000.00
48-??-323	SALE OF LAND	13,532.45				
48-??-598	MISC GENERAL REVENUE	10,688.64	10,000.00	7,400.13	7,200.00	8,000.00
	TOTAL MISCELLANEOUS	26,374.09	12,000.00	9,253.96	9,120.00	10,000.00

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OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #1 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>\$165,756.91</u>	<u>\$170,350.00</u>	<u>\$163,716.46</u>	<u>\$163,716.00</u>	<u>\$165,000.00</u>
	TOTAL TAXES	165,756.91	170,350.00	163,716.46	163,716.00	165,000.00
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS	<u>2,774.00</u>	<u>3,588.00</u>	<u>3,448.00</u>	<u>3,448.00</u>	<u>3,750.00</u>
	TOTAL INTERGOVERNMENTAL	2,774.00	3,588.00	3,448.00	3,448.00	3,750.00
	TIF PROJECT #2 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>61,297.98</u>	<u>65,625.00</u>	<u>63,071.51</u>	<u>63,072.00</u>	<u>63,000.00</u>
	TOTAL TAXES	61,297.98	65,625.00	63,071.51	63,072.00	63,000.00
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS	<u>203.00</u>	<u>614.00</u>	<u>590.00</u>	<u>590.00</u>	<u>600.00</u>
	TOTAL INTERGOVERNMENTAL	203.00	614.00	590.00	590.00	600.00
	MARINA FUND					
	PUBLIC CHARGES FOR SERVICES					
46-??-182	ANNUAL SLIP RENTALS	94,719.63	92,000.00	95,360.64	94,000.00	94,000.00
46-??-183	TRANSIENT SLIP RENTALS	3,596.55	3,200.00	3,334.30	3,000.00	3,000.00
46-??-184	CONCESSION RECEIPTS	2,825.00	2,500.00	2,296.96	2,500.00	2,500.00
46-??-185	GASOLINE SALES	<u>133,941.22</u>	<u>122,500.00</u>	<u>128,907.35</u>	<u>107,000.00</u>	<u>138,000.00</u>
	TOTAL PUBLIC CHARGES FOR SERVICES	235,082.40	220,200.00	229,899.25	206,500.00	237,500.00

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #3 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>\$106,170.49</u>	<u>\$107,000.00</u>	<u>\$102,841.01</u>	<u>\$102,841.00</u>	<u>\$103,000.00</u>
	TOTAL TAXES	106,170.49	107,000.00	102,841.01	102,841.00	103,000.00
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS	297,315.00	213,947.00	205,616.00	205,616.00	
43-??-895	STATE GRANT - OTHER	<u>349,531.86</u>				
	TOTAL INTERGOVERNMENTAL	646,846.86	213,947.00	205,616.00	205,616.00	
	INTERGOVERNMENTAL CHARGES					
47-??-148	LOCAL GOV - STREET PATCH	<u>8,083.95</u>				
	TOTAL INTERGOVERNMENTAL CHARGES	8,083.95				
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>3,771.85</u>	<u>3,500.00</u>	<u>9,695.89</u>	<u>10,000.00</u>	<u>5,000.00</u>
	TOTAL MISCELLANEOUS	3,771.85	3,500.00	9,695.89	10,000.00	5,000.00
	OTHER FINANCING SOURCES					
49-??-101	BOND/NOTE PROCEEDS			<u>860,000.00</u>	<u>860,000.00</u>	
	TOTAL OTHER FINANCING SOURCES			860,000.00	860,000.00	
	PARK DEVELOPMENT FUND					
	PUBLIC CHARGES FOR SERVICES					
46-??-175	PARK DEPARTMENT	<u>9,000.00</u>	<u>5,000.00</u>	<u>2,800.00</u>	<u>5,000.00</u>	<u>5,000.00</u>
	TOTAL PUBLIC CHARGES FOR SERVICES	9,000.00	5,000.00	2,800.00	5,000.00	5,000.00

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	POST EMPLOYMENT SICK LEAVE					
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>\$19,622.24</u>		<u>\$17,063.58</u>	<u>\$15,000.00</u>	
	TOTAL MISCELLANEOUS	19,622.24		17,063.58	15,000.00	
	OTHER FINANCING SOURCES					
49-??-200	TRANS FROM GENERAL FND	<u>250,000.00</u>				
	TOTAL OTHER FINANCING SOURCES	250,000.00				
	2004 CDBG SPECIAL PROJECTS					
	INTERGOVERNMENTAL					
43-??-885	STATE GRANT - COMMUNITY DBG	<u>46,632.63</u>				
	TOTAL INTERGOVERNMENTAL	46,632.63				
	FEDERAL PUBLIC SAFETY GRANTS					
	INTERGOVERNMENTAL					
43-??-831	STATE GRANT - LAW ENFORCEMENT	<u>34,125.00</u>	<u>32,000.00</u>	<u>31,873.00</u>	<u>26,700.00</u>	
	TOTAL INTERGOVERNMENTAL	34,125.00	32,000.00	31,873.00	26,700.00	
	MISCELLANEOUS					
48-??-597	DONATIONS AND GIFTS	<u>3,194.08</u>		<u>3,600.00</u>	<u>4,000.00</u>	
	TOTAL MISCELLANEOUS	3,194.08		3,600.00	4,000.00	
	1993 CDBG REVOLVING LOAN					
	INTERGOVERNMENTAL					
43-??-885	STATE GRANT - COMMUNITY DBG	<u>205,700.00</u>		<u>115,500.00</u>	<u>125,000.00</u>	
	TOTAL INTERGOVERNMENTAL	205,700.00		115,500.00	125,000.00	
	MISCELLANEOUS					
48-??-598	MISC GENERAL REVENUE	<u>21,881.49</u>		<u>26,100.58</u>	<u>18,000.00</u>	
	TOTAL MISCELLANEOUS	21,881.49		26,100.58	18,000.00	

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OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
	RECYCLING					
	TAXES					
41-??-101	GEN PROP TAX - CITY PURP	<u>\$409,016.00</u>	<u>\$469,060.00</u>	<u>\$469,060.00</u>	<u>\$469,060.00</u>	<u>\$229,364.00</u>
	TOTAL TAXES	409,016.00	469,060.00	469,060.00	469,060.00	229,364.00
	INTERGOVERNMENTAL					
43-??-850	STATE GRANT - RECYCLING	<u>97,022.83</u>	<u>97,000.00</u>	<u>118,538.15</u>	<u>118,538.00</u>	<u>97,000.00</u>
	TOTAL INTERGOVERNMENTAL	97,022.83	97,000.00	118,538.15	118,538.00	97,000.00
	PUBLIC CHARGES FOR SERVICES					
46-??-158	SOLID WASTE DISPOSAL	339.00	300.00	720.00	300.00	300.00
46-??-159	RECYCLING CHARGES	<u>7,245.00</u>	<u>7,000.00</u>	<u>5,987.39</u>	<u>6,000.00</u>	<u>6,000.00</u>
	TOTAL PUBLIC CHARGES FOR SERVICES	7,584.00	7,300.00	6,707.39	6,300.00	6,300.00
	INTERGOVERNMENTAL CHARGES					
47-??-158	LOCAL GOV - SOLID WASTE	12.00		7.00	10.00	
47-??-159	LOCAL GOV - RECYCLING	<u>47,003.00</u>		<u>73,477.75</u>	<u>150.00</u>	
	TOTAL INTERGOVERNMENTAL CHARGES	47,015.00		73,484.75	160.00	
	MISCELLANEOUS					
48-??-358	SALE OF RECYCLABLE MAT	<u>25,829.11</u>	<u>20,000.00</u>	<u>29,072.26</u>	<u>30,000.00</u>	<u>20,000.00</u>
	TOTAL MISCELLANEOUS	25,829.11	20,000.00	29,072.26	30,000.00	20,000.00
	LEAD PAINT REDUCTION FUND					
	INTERGOVERNMENTAL					
43-??-890	STATE GRANT - ECONOMIC DEVELOPMENT	<u>28,760.06</u>				
	TOTAL INTERGOVERNMENTAL	28,760.06				

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OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
DEBT SERVICE FUND						
TAXES						
41-??-101	GEN PROP TAX - CITY PURP	\$1,939,379.00	\$2,230,633.00	\$2,230,633.00	\$2,230,633.00	\$1,819,714.00
	TOTAL TAXES	1,939,379.00	2,230,633.00	2,230,633.00	2,230,633.00	1,819,714.00
SPECIAL ASSESSMENT						
42-??-601	STREET - SP ASSESS REV	162,346.06	60,000.00	26,815.01	40,000.00	60,000.00
42-??-604	SAN SEWER - SP ASSESS REV	67,844.77	12,000.00		12,000.00	12,000.00
42-??-605	CURB & GUTTER - SP ASSESS REV	26,664.12	25,000.00	11,949.62	20,000.00	25,000.00
42-??-606	SIDEWALK - SP ASSESS REV	24,774.70	20,000.00	7,719.00	15,000.00	20,000.00
42-??-607	STORM SEWER - SP ASSESS REV	111,421.29	15,000.00	619.96	6,000.00	15,000.00
42-??-608	CITY WATER - SP ASSESS REV	66,552.95	12,000.00			12,000.00
42-??-609	STREET LIGHT - SP ASSESS REV	5,111.72				
42-??-613	ENGINEER - SP ASSESS REV	33,958.44	12,000.00	3,169.33	10,000.00	12,000.00
	TOTAL SPECIAL ASSESSMENTS	498,674.05	156,000.00	50,272.92	103,000.00	156,000.00
MISCELLANEOUS						
48-??-101	INTEREST ON INVESTMNTS	38,030.72	20,000.00	114,972.86	25,000.00	20,000.00
48-??-109	INTEREST ON SPEC ASSESS	7,137.89	6,500.00	8,316.16	10,000.00	7,500.00
48-??-319	SALE OF OTHER PROPERTY	72,339.90	775,000.00			80,000.00
	TOTAL MISCELLANEOUS	117,508.51	801,500.00	123,289.02	35,000.00	107,500.00
OTHER FINANCING SOURCES						
49-??-208	TRANS FROM TIF #3 FUND	282,450.00	262,900.00	262,900.00	262,900.00	235,079.00
49-??-256	TRANS FROM TIF #4 FUND	168,434.00	164,134.00	164,134.00	164,134.00	164,734.00
49-??-257	TRANS FROM TIF #5 FUND	693,222.76	735,450.00	735,450.00	735,450.00	645,906.00
49-??-271	TRANS FROM TIF #6 FUND	340,890.00	338,377.00	338,377.00	338,377.00	376,120.00
49-??-280	TRANS FRM CAP PROJ 2003	69,144.66				
49-??-281	TRANS FROM TIF #7 FUND	143,515.00	1,245,740.00	1,245,740.00	1,245,740.00	133,783.00
49-??-282	TRANS FRM CAP PROJ 2004	(63,324.03)				
49-??-284	TRANS FROM TIF #8 FUND	40,415.00	40,415.00	40,415.00	40,415.00	87,115.00
49-??-285	TRANS FROM TIF #9 FUND	236,439.00	205,493.00	205,493.00	205,493.00	324,324.00
49-??-287	TRANS FROM TIF # 10 FUND	23,563.00	21,750.00	21,750.00	21,750.00	21,750.00
	TOTAL OTHER FINANCING SOURCES	1,934,749.39	3,014,259.00	3,014,259.00	3,014,259.00	1,988,811.00

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OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #4 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>\$182,781.23</u>	<u>\$203,100.00</u>	<u>\$195,232.10</u>	<u>\$195,232.00</u>	<u>\$195,000.00</u>
	TOTAL TAXES	182,781.23	203,100.00	195,232.10	195,232.00	195,000.00
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS	<u>8,341.00</u>	<u>5,040.00</u>	<u>4,843.00</u>	<u>4,843.00</u>	<u>5,000.00</u>
43-??-895	STATE GRANT - OTHER	<u>18,724.43</u>				
	TOTAL INTERGOVERNMENTAL	27,065.43	5,040.00	4,843.00	4,843.00	5,000.00
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>5,063.01</u>		<u>1,327.12</u>	<u>1,500.00</u>	
	TOTAL MISCELLANEOUS	5,063.01		1,327.12	1,500.00	
	TIF PROJECT #5 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>135,755.62</u>	<u>274,400.00</u>	<u>263,716.36</u>	<u>263,716.00</u>	<u>265,000.00</u>
	TOTAL TAXES	135,755.62	274,400.00	263,716.36	263,716.00	265,000.00
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS	<u>7,864.00</u>	<u>7,029.00</u>	<u>6,755.00</u>	<u>6,755.00</u>	<u>7,000.00</u>
	TOTAL INTERGOVERNMENTAL	7,864.00	7,029.00	6,755.00	6,755.00	7,000.00
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>64,386.67</u>	<u>70,000.00</u>	<u>67,602.53</u>	<u>75,000.00</u>	<u>15,000.00</u>
48-??-598	MISC GENERAL REVENUE	<u>501,576.77</u>	<u>400,000.00</u>	<u>55,503.40</u>	<u>150,000.00</u>	<u>150,000.00</u>
	TOTAL MISCELLANEOUS	565,963.44	470,000.00	123,105.93	225,000.00	165,000.00
	OTHER FINANCING SOURCES					
49-??-101	BOND/NOTE PROCEEDS			<u>765,000.00</u>	<u>765,000.00</u>	
	TOTAL OTHER FINANCING SOURCES			765,000.00	765,000.00	

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #6 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>\$265,263.83</u>	<u>\$268,470.00</u>	<u>\$258,014.62</u>	<u>\$258,015.00</u>	<u>\$260,000.00</u>
	TOTAL TAXES	265,263.83	268,470.00	258,014.62	258,015.00	260,000.00
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS	<u>7,194.00</u>	<u>6,986.00</u>	<u>6,714.00</u>	<u>6,714.00</u>	<u>7,000.00</u>
	TOTAL INTERGOVERNMENTAL	7,194.00	6,986.00	6,714.00	6,714.00	7,000.00
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u></u>	<u></u>	<u></u>	<u>7,000.00</u>	<u></u>
	TOTAL MISCELLANEOUS				7,000.00	
	CAPITAL FACILITIES FUND					
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>12,601.52</u>	<u></u>	<u>5,736.23</u>	<u>5,000.00</u>	<u></u>
	TOTAL MISCELLANEOUS	12,601.52		5,736.23	5,000.00	
	2003 CAPITAL PROJECTS					
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>995.65</u>	<u></u>	<u></u>	<u></u>	<u></u>
	TOTAL MISCELLANEOUS	995.65				

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OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #7 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>\$161,235.02</u>	<u>\$102,100.00</u>	<u>\$98,126.96</u>	<u>\$98,127.00</u>	<u>\$100,000.00</u>
	TOTAL TAXES	161,235.02	102,100.00	98,126.96	98,127.00	100,000.00
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS		<u>117.00</u>	<u>112.00</u>	<u>112.00</u>	<u>115.00</u>
	TOTAL INTERGOVERNMENTAL		117.00	112.00	112.00	115.00
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS			<u>7,224.46</u>		
48-??-211	PROPERTY RENTAL REV			<u>14,000.00</u>	<u>20,000.00</u>	
	TOTAL MISCELLANEOUS			21,224.46	20,000.00	
	OTHER FINANCING SOURCES					
49-??-101	BOND/NOTE PROCEEDS			<u>1,760,000.00</u>	<u>1,760,000.00</u>	
	TOTAL OTHER FINANCING SOURCES			1,760,000.00	1,760,000.00	
	2004 CAPITAL PROJECTS					
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>2,804.83</u>				
	TOTAL MISCELLANEOUS	2,804.83				

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OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #8 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>\$23,002.76</u>	<u>\$67,305.00</u>	<u>\$64,684.73</u>	<u>\$64,685.00</u>	<u>\$65,000.00</u>
	TOTAL TAXES	23,002.76	67,305.00	64,684.73	64,685.00	65,000.00
	INTERGOVERNMENTAL					
43-??-895	STATE GRANT - OTHER	<u>127,368.40</u>				
	TOTAL INTERGOVERNMENTAL	127,368.40				
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>1,043.02</u>		<u>1,074.37</u>	<u>1,000.00</u>	
	TOTAL MISCELLANEOUS	1,043.02		1,074.37	1,000.00	
	OTHER FINANCING SOURCES					
49-??-101	BOND/NOTE PROCEEDS			<u>975,000.00</u>	<u>975,000.00</u>	
	TOTAL OTHER FINANCING SOURCES			975,000.00	975,000.00	

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	TIF PROJECT #9 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR	<u>\$21,501.78</u>	<u>\$74,960.00</u>	<u>\$69,894.67</u>	<u>\$69,895.00</u>	<u>\$70,000.00</u>
	TOTAL TAXES	<u>21,501.78</u>	<u>74,960.00</u>	<u>69,894.67</u>	<u>69,895.00</u>	<u>70,000.00</u>
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS	<u>2,287.00</u>	<u>122.00</u>	<u>116.00</u>	<u>116.00</u>	<u>125.00</u>
43-??-895	STATE GRANT - OTHER	<u>220,000.00</u>				
	TOTAL INTERGOVERNMENTAL	<u>222,287.00</u>	<u>122.00</u>	<u>116.00</u>	<u>116.00</u>	<u>125.00</u>
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	<u>35,661.46</u>	<u>15,000.00</u>	<u>10,362.80</u>	<u>8,000.00</u>	<u>4,000.00</u>
48-??-319	SALE OF OTHER PROPERTY			<u>92,831.00</u>	<u>100,000.00</u>	
	TOTAL MISCELLANEOUS	<u>35,661.46</u>	<u>15,000.00</u>	<u>103,193.80</u>	<u>108,000.00</u>	<u>4,000.00</u>
	OTHER FINANCING SOURCES					
49-??-101	BOND/NOTE PROCEEDS			<u>4,665,000.00</u>	<u>4,665,000.00</u>	
	TOTAL OTHER FINANCING SOURCES			<u>4,665,000.00</u>	<u>4,665,000.00</u>	
	TIF PROJECT # 10 FUND					
	TAXES					
41-??-105	TAX INCREMENT - CITY PUR		<u>61,850.00</u>	<u>59,448.79</u>	<u>59,449.00</u>	<u>60,000.00</u>
	TOTAL TAXES		<u>61,850.00</u>	<u>59,448.79</u>	<u>59,449.00</u>	<u>60,000.00</u>
	INTERGOVERNMENTAL					
43-??-802	STATE AID - COMPUTERS		<u>13,091.00</u>	<u>12,581.00</u>	<u>12,581.00</u>	<u>13,000.00</u>
	TOTAL INTERGOVERNMENTAL		<u>13,091.00</u>	<u>12,581.00</u>	<u>12,581.00</u>	<u>13,000.00</u>

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OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES

<u>Cost Code</u>	<u>Account Description</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Jan - Dec</u>	<u>2008 Projected Year End</u>	<u>2009 Proposed Budget</u>
	2008 CAPITAL PROJECTS					
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS			\$4,009.91		
	TOTAL MISCELLANEOUS			4,009.91		
	OTHER FINANCING SOURCES					
49-??-101	BOND/NOTE PROCEEDS		586,500.00	970,000.00	970,000.00	
	TOTAL OTHER FINANCING SOURCES		586,500.00	970,000.00	970,000.00	
	CITY GARAGE					
	MISCELLANEOUS					
48-??-241	STR MACHINE RENTAL REV	873,016.49	800,000.00	766,360.06	860,000.00	850,000.00
	TOTAL MISCELLANEOUS	873,016.49	800,000.00	766,360.06	860,000.00	850,000.00
	PROPERTY & LIABILITY INSURANCE					
	MISCELLANEOUS					
48-??-101	INTEREST ON INVESTMNTS	69,836.95				21,000.00
48-??-598	MISC GENERAL REVENUE	96,825.00	96,825.00	96,825.00	96,825.00	96,825.00
	TOTAL MISCELLANEOUS	166,661.95	96,825.00	96,825.00	96,825.00	117,825.00
	SELF FUNDED DENTAL INSURANCE					
	MISCELLANEOUS					
48-??-598	MISC GENERAL REVENUE	109,538.27	110,000.00	760.20	110,000.00	115,000.00
	TOTAL MISCELLANEOUS	109,538.27	110,000.00	760.20	110,000.00	115,000.00

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
	STREET EQUIPMENT					
	<i>PUBLIC CHARGES FOR SERVICES</i>					
46-??-185	GASOLINE SALES	<u>\$1,606.07</u>	<u>\$1,500.00</u>	<u>\$4,543.25</u>	<u>\$3,000.00</u>	<u>\$1,500.00</u>
	TOTAL PUBLIC CHARGES FOR SERVICES	1,606.07	1,500.00	4,543.25	3,000.00	1,500.00
	<i>MISCELLANEOUS</i>					
48-??-101	INTEREST ON INVESTMNTS	13,453.88		6,148.24	6,500.00	
48-??-241	STR MACHINE RENTAL REV	425,937.46	400,000.00	374,698.85	425,000.00	425,000.00
48-??-341	SALE OF HIWAY PROPERTY	<u>2,876.00</u>		<u>5,211.22</u>	<u>5,211.00</u>	
	TOTAL MISCELLANEOUS	442,267.34	400,000.00	386,058.31	436,711.00	425,000.00
	<i>OTHER FINANCING SOURCES</i>					
49-??-282	TRANS FRM CAP PROJ 2004	<u>130,730.00</u>				
	TOTAL OTHER FINANCING SOURCES	130,730.00				
	LIBRARY ENDOWMENT FUND					
	<i>MISCELLANEOUS</i>					
48-??-101	INTEREST ON INVESTMNTS	15,233.01				
48-??-597	DONATIONS AND GIFTS	<u>2,413.18</u>				
	TOTAL MISCELLANEOUS	17,646.19				
	HATTIE MINER SCHOLARSHIP FUND					
	<i>MISCELLANEOUS</i>					
48-??-101	INTEREST ON INVESTMNTS	<u>2,520.14</u>	<u>2,000.00</u>	<u>1,813.86</u>	<u>2,500.00</u>	<u>2,500.00</u>
	TOTAL MISCELLANEOUS	2,520.14	2,000.00	1,813.86	2,500.00	2,500.00
	PUBLIC SAFETY					
	<i>MISCELLANEOUS</i>					
48-??-597	DONATIONS AND GIFTS	<u>1,575.00</u>		<u>36,523.86</u>	<u>25,000.00</u>	
	TOTAL MISCELLANEOUS	1,575.00		36,523.86	25,000.00	

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**OPERATING BUDGET WORKBOOK - REVENUES
BUDGET FORMAT - REVENUES**

Cost Code	Account Description	2007 Actual	2008 Budget	2008 Jan - Dec	2008 Projected Year End	2009 Proposed Budget
	SENIOR CENTER MEMORIALS					
	<i>PUBLIC CHARGES FOR SERVICES</i>					
46-??-179	<i>SENIOR CENTER</i>			\$563.00		
	<i>TOTAL PUBLIC CHARGES FOR SERVICES</i>			563.00		
	<i>MISCELLANEOUS</i>					
48-??-597	<i>DONATIONS AND GIFTS</i>			755.00	750.00	
	<i>TOTAL MISCELLANEOUS</i>			755.00	750.00	
	PARK/RECREATION DONATION FUND					
	<i>MISCELLANEOUS</i>					
48-??-597	<i>DONATIONS AND GIFTS</i>	4,576.73	3,000.00	11,343.00	15,000.00	3,000.00
	<i>TOTAL MISCELLANEOUS</i>	4,576.73	3,000.00	11,343.00	15,000.00	3,000.00
	SENIOR CENTER FUND RAISING					
	<i>PUBLIC CHARGES FOR SERVICES</i>					
46-??-179	<i>SENIOR CENTER</i>	6,990.71		6,402.24	5,000.00	
	<i>TOTAL PUBLIC CHARGES FOR SERVICES</i>	6,990.71		6,402.24	5,000.00	
	<i>MISCELLANEOUS</i>					
48-??-597	<i>DONATIONS AND GIFTS</i>	1,000.00				
	<i>TOTAL MISCELLANEOUS</i>	1,000.00				
	MENASHA 2000					
	<i>MISCELLANEOUS</i>					
48-??-597	<i>DONATIONS AND GIFTS</i>			1,450.00		
	<i>TOTAL MISCELLANEOUS</i>			1,450.00		

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City of Menasha
Common Council
2009 Budget Review Session
Common Council Chambers
November 6, 2008
MINUTES

- I. Call to Order
Meeting called to order by Council President Hendricks at 5:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call/Excused Absences
PRESENT: Ald. Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz, Benner,
Pamenter, Taylor
ALSO PRESENT: C/T Stoffel, PHD Nett, SC Supr. Bull, PC Stanke, Lt. Bouchard,
Lt. Brunn, Lt. Perschbacher, Lt. Styka, IT Mgr Lacey,
IT Supr James, Clerk Galeazzi
- IV. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)

Mike Quinn, 937 4th Street. Support additional police officer.
Charlotte Reimer, 952 4th Street. 1) Support additional police officer;
2) more information in City newsletter on Neighborhood Watch program
Stan Sevenich, 645 9th Street. Large budget, need to make cuts.
Mary Ann Mulvey, 274 Misty Meadows. Some items in budget from previous
administration.
Mickie Coenen, 901 7th Street. Support additional police officer
Mary Nebel, 731 1st Street. Support additional police officer, Steam Plant debt
part of budget again.
- V. Health Department/Senior Center, pp. 39-41, 53, 55-56, 58-79

Questions and Discussion

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to reduce Health Dept.
Budget (Employee Salaries & Benefits) by \$4,691.00
Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to reduce Public Health
Revenues Account #47-165 by \$2,345.50
Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to increase Public
Health Revenues Account #47-165 by \$28,432.
Motion carried on roll call 8-0.

VI. Police Department, pp. 42-49, 57, 73

Questions and Discussion

Moved by Ald. Pack to reduce Police Dept. Expenditure Account #110
(Salaries-Straight Time) by \$70,000

No second, Motion dies,

VII. Information Technology Department, pp. 26-30

Questions and Discussion

Moved by Ald. Wisneski, seconded by Ald. Taylor to increase IT Expenditure
Account #339 (Training-Other Expenses) to \$10,500

Motion carried on roll call 7-1. Ald. Zelinski-no

VIII. Adjourn

Moved by Ald. Michalkiewicz, seconded by Ald. Benner to adjourn at 8:24 p.m.

Motion carried on voice vote

Respectfully submitted by
Deborah A. Galeazzi, City Clerk

City of Menasha
Common Council
2009 Budget Review Session
Common Council Chambers
November 10, 2008
MINUTES

- I. Call to Order
Meeting called to order by Mayor Merkes at 5:00 p.m
- II. Pledge of Allegiance
Mayor Merkes asked for a moment of silence in observance of Veterans Day.
- III. Roll Call/Excused Absences
PRESENT: Ald. Pack, Hendricks, Zelinski, Michalkiewicz, Benner, Pamentor,
Taylor, Wisneski
ALSO PRESENT: Mayor Merkes, C/T Stoffel, FC Vander Wyst, CDD Keil,
AP Beckendorf, LD Saecker, Clerk Galeazzi
- IV. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)

Stan Sevenich, 645 9th Street. Support additional police officer.
- V. Fire Department, pp. 49-52, 57

Questions and Discussion

Moved by Ald. Wisneski, seconded by Ald. Taylor to reduce Fire Dept Expenditure
Account #250 (Pmts to Other Municipal Entity) by \$8,289.
Motion carried on roll call 8-0.
- VI. Library, pp. 112-118

Questions and Discussion
- VII. Community Development, pp. 53-54, 104, 149-155

Questions and Discussion

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to increase Valley Transit
Revenue Account #47-143 by \$7,185 and increase Valley Transit Expenditures
Account #250 (Pmts to Other Municipal Entity) by \$5,728
Motion carried on roll call 8-0.

VIII. Finance/Mayor/Council, pp. 1-4, 20-25, 144, 160-161, 167-174, 180, 183-195, 214, 218-235

Questions and Discussion

Moved by Ald. Wisneski, seconded by Ald. Hendricks to reduce Mayor's Expenditures Account #333 (Travel Expense-Lodging/Meals) by \$250
Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Taylor to reduce Mayor's Expenditures Account #337 (Training-Registration) by \$300
Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Pamenter to increase Assessor Expenditures Account #250 (Pmts to Other Municipal Entity) by \$1,395
Motion carried on roll call 8-0.

IX. Any remaining budgets from November 6th
None

X. Adjourn
Moved by Ald. Pack, seconded by Ald. Wisneski to adjourn at 6:44 p.m.
Motion carried on voice vote

Respectfully submitted by
Deborah A. Galeazzi, City Clerk

City of Menasha
Common Council
2009 Budget Review Session
Common Council Chambers
140 Main Street
November 13, 2008
MINUTES

- I. Call to Order
Meeting called to order by Mayor Merkes at 5:05 p.m.
- II. Pledge of Allegiance
- III. Roll Call/Excused Absences
PRESENT: Ald. Hendricks, Zelinski, Michalkiewicz, Benner, Pamenter, Taylor,
Wisneski, Pack (5:35pm)
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, C/T Stoffel, PRD Tungate,
Pk Supt Huss, DPW Radtke, PWS Jacobson,
Asst. PWS Nieland, Clerk Galeazzi

- IV. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)

None

- V. Attorney/Personnel/Clerk, pp. 5-19, 31, 34-38, 212-215

Discussion and Questions

- VI. Parks and Recreation, pp. 80-81, 119-143, 145-148, 162-166

Discussion and Questions

Moved by Ald. Pamenter, seconded by Ald. Hendricks to reduce Swimming Pool Expenditures Account #315 (Supplies-Tools & Equipment) by \$1,500.
Motion carried on roll call 8-0.

Moved by Ald. Zelinski, seconded by Ald. Pack to reduce Swimming Pool Expenditures Account #821 (Capital Projects-Buildings) by \$51,200
Motion carried on roll call 6-2.

Ald. Pamenter, Wisneski, Pack, Zelinski, Michalkiewicz, Benner – yes
Ald. Taylor, Hendricks – no

Moved by Ald. Wisneski, seconded by Ald. Taylor to increase Swimming Pool Expenditures Account #224 (Utility-Heat) by \$4,000
Motion carried on roll call 8-0.

VII. Public Works, pp. 31-34, 82-111, 143, 156-159, 174-182, 195-212, 214, 216-217

Discussion and Questions

Moved by Ald. Pack, seconded by Ald. Michalkiewicz to reduce Storm Water Utility-Storm Sewers & Drains-High Efficiency Sweeper funds by \$36,000.
Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Taylor to increase Storm Water Utility-Comptroller/Treasurer Account #250 (Pmts to Other Municipal Entity) by \$36,000

VIII. Any remaining budgets from November 6th & 10th

Moved by Ald. Hendricks, seconded by Ald Pamentor to increase Information Systems Expenditures Account #315 (Supplies-Tools & Equipment) by \$750.
Motion carried on roll call 5-3

Ald. Pamentor, Taylor, Wisneski, Hendricks, Benner – yes
Ald. Pack, Zelinski, Michalkiewicz – no

Moved by Ald. Hendricks, seconded by Ald. Pamentor to reduce Public Library Expenditures by \$5,000
Motion carried on roll call 8-0

Moved by Ald. Hendricks, seconded by Ald. Zelinski to reduce Fire Department Expenditures Account #805 (Capital Outlay-Other Equipment) by \$18,090
Discussion
Motion withdrawn

Moved by Ald. Taylor, seconded by Ald. Hendricks to reduce Fire Department Expenditures Account #803 (Capital Outlay-Motorized Equipment) by \$6,080.
Motion carried on roll call 7-1. Ald. Pamentor – no

IX. Adjourn

Moved by Ald. Wisneski, seconded by Ald. Benner to adjourn at 9:34 p.m

Respectfully submitted by
Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday November 17, 2008
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz, Benner, Pamerter, Taylor

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke,
C/T Stoffel, PRD Tungate, PHD Nett, AP Beckendorf, PWS Jacobson, Pk Supt Huss,
Asst PW Nieland, Clerk Galeazzi and the Press.

D. PUBLIC HEARING

6:00 PM – Proposed City of Menasha Budget for the year 2009

Stan Sevenich, 645 9th Street. Commend Dept Heads and Council on budget, need to make more budget cuts, need to improved Community Development to help market City.

Carol Ropella, 617 10th Street. Already have a Code Enforcement Officer why the need for another police officer.

Ed Borski, 432 8th Street. Need to keep taxes low for senior citizens on fixed income; did Police Dept. request another officer; 3rd Street upgrade should be kept within budget.

Mark Lorge, 819 Emily Street. Is a new police officer really necessary; 3rd Street color concrete not always good for road; private businesses receiving grants for façade.

Jeff Riedl, 408 Appleton Street. Reports show Menasha needs another police officer,

Herb Batley, 525 Broad Street. If a new police officer is added, need to cut from other places; stormwater utility mandated.

Mary Nebel, 713 1st Street. Need another officer, crime is up on the City; Steam Plant debt; commend Council and Mayor for hard work on budget.

Tim Jacobson, 732 Paris Street. Steam Plant debt, City staff make cuts while utilities continue to operate as usual.

Terry Eckstein, 736 Paris Street. Use of color concrete not necessary for 3rd Street corridor upgrade; Steam Plant interest payment will be due in 2009; Police Dept did not request police officer.

Ken Kubiak, 1214 Fieldview Drive. City employee benefits are better than private companies.

Jerry Rosin, 1212 DePere Street. City should operate as a business, may need to decrease services.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

(five (5) minute time limit for each person)

Mary Nebel, 713 1st Street. Proposal from Michael McClone for 230 Main Street should be referred to RDA.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Library Director Tasha Saecker – Library of the Year presentation

Director Saecker read the Resolution presented to Library staff at the Wisconsin Library Association's Conference and she also read her speech she gave when accepting the award.

Mayor Merkes presented Director Saecker with a plaque from the City for recognition of Library of the Year.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS Cont'd

2. Clerk Galeazzi – the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Administration Committee, 11/3/08
- b. Board of Public Works, 11/3/08
- c. Board of Health, 9/10/08
- d. Budget Review Session, 11/6/08, 11/10/08, 11/13/08
- e. Landmarks Commission, 10/8/08
- f. Parks and Recreation Board, 11/10/08
- g. Personnel Committee, 11/3/08
- h. Plan Commission, 11/4/08
- i. Safety Committee, 9/3/08; City Hall
- j. Safety Committee, 9/25/08; Public Works and Parks
- k. Sustainability Board, 10/14/08

Communications:

- l. Menasha Historical Society Newsletter, 11/08
- m. Dallas Arndt (800 8th St.), 11/10/08; Thank you to public works and parks departments
- n. WI DNR, 11/08; Pollutant discharge permit issued to NM Sewerage Comm., 101 Garfield Ave., Menasha
- o. Menasha Utilities, 9/08; Steam Details for the nine months ending Sept. 30, 2008
- p. Dykema Gossett, pllc. To William Mulligan, 11/6/08; Fox River Litigation; Steering Committee of Municipal Permittees; Agreement for Cost Sharing and Joint Defense (re: Lower Fox River/Green Bay/NRDA/CERCLA)
- q. Tom Franz (UW-Fox), 11/11/08; Taping of Nov. 6 Budget Hearing
- r. Greensky Energetics, Inc., Summary of 10/13/08 solar heating of Menasha pool presentation
- s. UW Fox Valley Foundation, 11/3/08; Thank you to Todd Drew- e.a.f.s. participation
- t. Atty. Jim Gunz to CA/HRD Brandt, 10/10/08; Redliner demerit point assessment
- u. State of Wisconsin, 11/4/08; Notice of Final Hearing for Athletica Fitness, LLC
- v. Heckrodt Wetland Reserve Board, 11/13/08; Support for Police Funding
- w. C/T Stoffel, 11/13/2008; 2009 Budget Adjustments
- x. CDD Keil, 11/14/2008; Budget Adjustment for Dial-A-Ride

Ald. Taylor – Minutes to receive d (Budget Review Session 11/13/08), item VIII should be \$6,080. Clerk will make correction.

Ald. Hendricks – Communication x (CDD Keil memo), what is benefit of Dial-A-Ride. AP Beckendorf, Ald. Wisneski and Pack gave a brief explanation.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, any alderman may request the removal of any item from the Consent Agenda to be placed under Item H below. The procedure to follow for the Consent Agenda is: (a) removal of items from Consent Agenda, if necessary; then (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 11/3/08

Administration Committee, 11/3/08 – Recommends Approval of:

No Recommendations

Board of Public Works, 11/3/08 – Recommends Approval of:

2. Payment – National Power Rodding Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01B Sanitary Sewer Rehabilitation; \$70,206.70 (Payment No. 2)

3. Request for an additional street light at south end of Kenwood Drive

Personnel Committee, 11/3/08 – Recommends Approval of:

4. K-9 officer at step 6-pay

Plan Commission, 11/4/08 – Recommends Approval of:

- 5. Certified Survey Map, St. John's Cemetery
- 6. Certified Survey Map, 1381 Midway Road

Moved by Ald. Pack, seconded by Ald. Wisneski to approve Items 1-6
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

None

I. ORDINANCES AND RESOLUTIONS

1. R-20-08 – Resolution levying taxes for the purpose of paying the operating expenses for the year 2009 for the City of Menasha

Moved by Ald. Michalkiewicz, seconded by Ald. Hendricks to adopt R-20-08

Discussion

Moved by Ald. Pack, seconded by Ald. Michalkiewicz to reduce Police Dept. Expenditures by \$70,000.

Discussion

Motion failed on roll call 2-6.

Ald. Pack, Michalkiewicz – yes.

Ald. Pamenter, Taylor, Wisneski, Hendricks, Zelinski, Benner – no

Moved by Ald. Pack, seconded by Ald. Pamenter to reduce Public Works Street Reconstruction/Rehabilitation by \$101,000

Discussion

Motion failed on roll call 3-5

Ald. Pamenter, Pack, Zelinski – yes.

Ald. Taylor, Wisneski, Hendricks, Michalkiewicz, Benner – no

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to reduce Urban Redevelopment Expenditures by \$5,000.

Discussion

Motion failed on roll call 2-6

Ald. Pack, Michalkiewicz – yes.

Ald. Pamenter, Taylor, Wisneski, Hendricks, Zelinski, Benner – no

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to reduce Parks Department Expenditures-Capital Outlay and Capital Projects by \$29,000

Discussion

Motion failed on roll call 4-4

Ald. Pack, Hendricks, Zelinski, Michalkiewicz – yes.

Ald. Pamenter, Taylor, Wisneski, Benner – no

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to reduce City Garage New Facility Component by \$30,000.

Discussion

Motion failed on roll call 2-6

Ald. Pack, Michalkiewicz – yes.

Ald. Pamenter, Taylor, Wisneski, Hendricks, Zelinski, Benner – no

Moved by Ald. Wisneski, seconded by Ald. Pack to reduce Municipal Buildings-Repair/Maintenance by \$2,000

Discussion

Motion carried on roll call 8-0.

Moved by Ald. Wisneski to reduce City Attorney Expenditures-Utilities/Telephone Services by \$500

No Second, Motion Dies

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to reduce Auxiliary Police Expenditures-Travel Expense/Mileage by \$150

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to reduce Auxiliary Police Expenditures-Travel Expense/Registrations by \$200

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to reduce Buildings & Plumbing Inspectors Expenditures-Supplies/Office by \$400

Discussion

Motion carried on roll call 8-0.

I. ORDINANCES AND RESOLUTIONS Cont'd.

1. R-20-08 – Resolution levying taxes for the purpose of paying the operating expenses for the year 2009 for the City of Menasha cont'd

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to reduce Buildings & Plumbing Inspectors Expenditures-Supplies/Postage by \$200

Discussion

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Pack to reduce Parks Dept. Expenditures-Supplies/Housekeeping by \$400

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Taylor to reduce Parks Dept. Expenditures-Employer Contribution-Health by \$16,022

Discussion

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Hendricks to reduce Community Development Expenditures-Other Services/Printing by \$500

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Taylor to increase Resthaven Cemetery Expenditures-Wages/Straight Time by \$1,659, reduce Employer Contribution/Health by \$930, reduce Employer Contribution/Dental by \$57, reduce Employer Contribution/Retirement by \$302, reduce Employer Contribution/FICA by \$256, reduce Employer Contribution/Workers Comp by \$114

Discussion

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Hendricks to increase Valley Transit Subsidy-Payments to Other Municipal Entity by \$800

Motion carried on roll call 6-2

Ald. Pamenter, Taylor, Wisneski, Pack, Hendricks, Benner – yes

Ald. Zelinski, Michalkiewicz – no.

Moved by Ald. Wisneski, seconded by Ald. Hendricks to increase Marina Fund Revenues-Gasoline Sales by \$138,000

Discussion

Motion carried on roll call 8-0.

Moved by Ald. Zelinski, seconded by Ald. Michalkiewicz to reduce Parks Dept. Expenditures-Supplies/Tools & Equipment by \$4,350.

Discussion

Motion failed on roll call 3-5.

Ald. Pack, Zelinski, Michalkiewicz – yes

Ald. Pamenter, Taylor, Wisneski, Hendricks, Benner – no

Moved by Ald. Zelinski, seconded by Ald. Michalkiewicz to reduce Community Development Expenditures-Professional Services/Management by \$21,600.

Discussion

Motion failed on roll call 1-7.

Ald. Zelinski – yes

Ald. Pamenter, Taylor, Wisneski, Pack, Hendricks, Michalkiewicz, Benner – no

Moved by Ald. Zelinski, to reduce Community Development Expenditures-Professional Services/Appraisal by \$20,000.

No Second, Motion Dies

I. ORDINANCES AND RESOLUTIONS Cont'd.

1. R-20-08 – Resolution levying taxes for the purpose of paying the operating expenses for the year 2009 for the City of Menasha cont'd

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to reduce City Garage Expenditures-Motorized Equipment/Fuel by \$10,000
Motion carried on roll call 8-0

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to reduce all other budgets-Other Services/Vehicle & Equipment Rental accordingly.
Motion carried on voice vote

Moved by Ald. Zelinski, to reduce Recreation Dept. Expenditures-Wages/Straight Time by \$16,995.
No Second, Motion Dies

FC Vander Wyst spoke to the Council on adjustments made to Fire Dept. budget at the Nov. 13 Budget Review Session that he was not present at.

Moved by Ald. Wisneski, seconded by Ald. Pamenter to increase Fire Dept. Expenditures-Capital Outlay/Motorized Equipment by \$6,080

Motion carried on roll call 6-2

Ald. Pamenter, Wisneski, Pack, Hendricks, Michalkiewicz, Benner – yes

Ald. Zelinski, Taylor – no.

Motion to adopt R-20-08 as amended carried on roll call 7-1

Ald. Pamenter, Taylor, Wisneski, Hendricks, Zelinski, Michalkiewicz, Benner – yes

Ald. Pack – no.

J. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/6/08 – 11/13/08 in the amount of \$459,008.42

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to approve accounts payable and payroll.

Discussion

Ald. Taylor requested to separate CK. #19120-McMahon Associates

Motion to approve remaining checks carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Hendricks to approve Ck. #19120

Motion carried on roll call 7-0. Ald Taylor-Abstained.

K. APPOINTMENTS

None

L. CLAIMS AGAINST THE CITY

None

M. HELD OVER BUSINESS

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)

None

O. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adjourn at 8:52 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, City Clerk

RESOLUTION R-20-08

RESOLUTION LEVYING TAXES FOR THE PURPOSE OF PAYING THE
OPERATING EXPENSES FOR THE YEAR 2009 FOR THE CITY OF MENASHA

BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF MENASHA,
WISCONSIN, RESOLVED:

That for the purpose of paying the City of Menasha and Waverly Sanitary District operating expenses for the year 2009, there is hereby levied on all taxable property of the City of Menasha the amount of \$9,564,294.01 which includes \$571,593.45 in Tax Incremental Financing District Funds.

That for the purpose of paying the Menasha Joint School District and Appleton Area School District tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$8,901,861.24 which includes \$532,784.44 in Tax Incremental Financing District Funds.

That for the purpose of paying the Fox Valley Technical College District tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$1,748,487.14 which includes \$104,727.03 in Tax Incremental Financing District Funds.


That for the purpose of paying the State of Wisconsin and Calumet County tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$754,323.11 which includes \$42,209.22 in Tax Incremental Financing District Funds.

AND IT IS FURTHER RESOLVED that the total of the above four levies in the amount of \$20,968,965.50 plus the levy yet to be determined by Winnebago County, the State of Wisconsin and the Winnebago County portion of the Tax Incremental Financing District Fund, shall be the 2008 tax levy on all real and personal property in the City of Menasha.


AND IT IS FURTHER RESOLVED that a property tax mill rate for each taxing entity will be established when the assessed valuation for each taxing entity has been properly certified.

AND BE IT FURTHER RESOLVED that the City Comptroller/Treasurer be, and hereby is, authorized to prepare a tax roll for the City of Menasha for the year 2008 and spread the above stated tax and State Lottery Credits, School Tax Credits and First Dollar Credits upon said roll and the City Clerk is directed to sign a warrant for the collection of said tax.

Passed and approved this 17th day of November, 2008.


Donald Merkes, Mayor

ATTEST:


Deborah A. Galeazzi, City Clerk